



UNITED STATES MARINE CORPS  
MARINE CORPS SYSTEMS COMMAND  
2200 LESTER STREET  
QUANTICO VIRGINIA 22134-5010

IN REPLY REFER TO

5720  
DON-USMC-2021-004775  
25 Mar 21

***Sent via email to: alex.toenshoff@emdstrategies.com***

EMD SOLUTIONS  
MR. ALEX TOENSHOFF  
1621 NORTH KENT STREET  
ARLINGTON, VA 22209

SUBJECT: FOIA DON-USMC-2021-004775

Dear Mr. Toenshoff:

This responds to your FOIA request dated February 9, 2021, which requests a copy of "Task Order No. N0017814D7766-M6785417F3003 on SeaPort Enhanced - Would like the RFP for this work that was issued in 2017."

The requested RFP is enclosed.

Fees associated with processing your request are minimal and waived.

Any questions concerning this matter should be directed to Mrs. Bobbie Cave at (703) 432-3934 or [bobbie.cave@usmc.mil](mailto:bobbie.cave@usmc.mil).

Sincerely,

*Bobbie Cave*  
for Lisa L. Baker  
Counsel

## SOLICITATION

FINAL

1. SOLICITATION NO. M6785417R3020		2. AMENDMENT NO. 0001		3. EFFECTIVE DATE 05/23/2017		4. PURCHASE REQUEST NO. M67854-14-NR-3007	
5. ISSUED BY Matthew S Brown MARCORSYSCOM 2200 Lester St Bldg 2200 Quantico VA 22134-6050 matthew.s.brown2@usmc.mil 703-432-3648		CODE M67854		6. ADMINISTERED BY		CODE	
7. CONTRACTOR		CODE		FACILITY		8. DELIVERY DATE See Section F	
						9. CLOSING DATE/TIME 06/08/2017 1400 (hours local time – Block 5 issuing office)	
						SET ASIDE TYPE SB Set-Aside	
						10. MAIL INVOICES TO See Section G	
11. SHIP TO  See Section D				12. PAYMENT WILL BE MADE BY CODE			
13. TYPE OF ORDER	D	X	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above-numbered contract.				
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.							
NAME OF CONTRACTOR		SIGNATURE		TYPED NAME AND TITLE		DATE SIGNED	
14. ACCOUNTING AND APPROPRIATION DATA See Section G							
15. ITEM NO.	16. SCHEDULE OF SUPPLIES/SERVICES			17. QUANTITY ORDERED/ACCEPTED*	18. UNIT	19. UNIT PRICE	20. AMOUNT
See the Following Pages							
*If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.				21. UNITED STATES OF AMERICA By: CONTRACTING/ORDERING OFFICER			22. TOTAL
SECTION	DESCRIPTION			SECTION	DESCRIPTION		
B	SUPPLIES OR SERVICES AND PRICES/COSTS			H	SPECIAL CONTRACT REQUIREMENTS		
C	DESCRIPTION/SPECS/WORK STATEMENT			I	CONTRACT CLAUSES		
D	PACKAGING AND MARKING			J	LIST OF ATTACHMENTS		
E	INSPECTION AND ACCEPTANCE			K	REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS OF OFFERORS		
F	DELIVERIES OR PERFORMANCE			L	INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS		
G	CONTRACT ADMINISTRATION DATA			M	EVALUATION FACTORS FOR AWARD		

SOLICITATION NO. M6785417R3020	AMENDMENT NO. 0001	PAGE 2 of 2	FINAL
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## GENERAL INFORMATION

The purpose of Amendment No. M67854-17-R-3020 0001 is to:

1. To provide answers to questions in the Seaport-e proposal system.
2. Revise Section C, Statement of Work, paragraph 1.1 to correct the acronym for Naval Support Activity, Northwest, (NSA Chesapeake).
3. Revise Section C, Statement of Work, paragraph 9.3 Table 5 to reflect the correct travel.
4. Attachment 1 Pricing Workbook has been revised to reflect the correct base year quantity of 9 months for CLINs 8000AA, 8001AA and 8002AA.

Except as amended above, all other terms and conditions of this Solicitation M67854-17-R-3020 remain in full force and effect.

This requirement is a re-compete. The previous task order is N00178-14-D-7766-MU61: one year base and two (2) one year Option Periods with a POP ending 29 September 2017.

SOLICITATION NO. M6785417R3020	AMENDMENT NO. 0001	PAGE 1 of 50	FINAL
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## SECTION B SUPPLIES OR SERVICES AND PRICES

Offerors please complete.

CLIN - SUPPLIES OR SERVICES

For FFP Items:

Item	Supplies/Services	Qty	Unit	Unit Price	Total Price
8000	TSC Task Order Management and Branch Support - IAW PWS para 7.2-7.3				
8000AA	TSC Task Order Management and Branch Support - IAW PWS para 7.2-7.3 Base. (Fund Type - TBD)	9.0	MO		
8000AB	TSC Task Order Management and Branch Support - IAW PWS para 7.2-7.3 Option Period 1. (Fund Type - TBD) Option	12.0	MO		
8000AC	TSC Task Order Management and Branch Support - IAW PWS para 7.2-7.3 Option Period 2. (Fund Type - TBD) Option	12.0	MO		
8000AD	TSC Task Order Management and Branch Support - IAW PWS para 7.2-7.3 Option Period 3. (Fund Type - TBD) Option	12.0	MO		
8000AE	TSC Task Order Management and Branch Support - IAW PWS para 7.2-7.3 Option Period 4. (Fund Type - TBD) Option	12.0	MO		
8001	Training and Exercise Design - IAW PWS Para 7.4-7.7.				
8001AA	Training and Exercise Design - IAW PWS Para 7.4-7.7. Base period. (Fund Type - TBD)	9.0	MO		
8001AB	Training and Exercise Design - IAW PWS Para 7.4-7.7. Option period 1. (Fund Type - TBD) Option	12.0	MO		
8001AC	Training and Exercise Design - IAW PWS Para 7.4-7.7. Option period 2. (Fund Type - TBD) Option	12.0	MO		
8001AD	Training and Exercise Design - IAW PWS Para 7.4-7.7. Option period 3. (Fund Type - TBD) Option	12.0	MO		
8001AE	Training and Exercise Design - IAW PWS Para 7.4-7.7. Option period 4. (Fund Type - TBD) Option	12.0	MO		
8002	Optional Task 1 III MEF Support - IAW PWS Par 8.1.				

SOLICITATION NO. M6785417R3020	AMENDMENT NO. 0001	PAGE 2 of 50	FINAL
-----------------------------------	-----------------------	-----------------	-------

Item	Supplies/Services	Qty	Unit	Unit Price	Total Price
8002AA	Optional Task 1 III MEF Support - IAW PWS Par 8.1. Base Period. (Fund Type - TBD)	9.0	MO		
8002AB	Optional Task 1 III MEF Support - IAW PWS Par 8.1. Option Period 1. (Fund Type - TBD)  Option	12.0	MO		
8002AC	Optional Task 1 III MEF Support - IAW PWS Par 8.1. Option Period 2. (Fund Type - TBD)  Option	12.0	MO		
8002AD	Optional Task 1 III MEF Support - IAW PWS Par 8.1. Option Period 3. (Fund Type - TBD)  Option	12.0	MO		
8002AE	Optional Task 1 III MEF Support - IAW PWS Par 8.1. Option Period 4. (Fund Type - TBD)  Option	12.0	MO		

For FFP / NSP Items:

Item	Supplies/Services	Qty	Unit	Unit Price	Total Price
8100	Contract Data Requirements List (CDRLs) - Base Period.	1.0	LO		NSP
8200	Contract Data Requirements List (CDRLs) - Option Period 1.	1.0	LO		NSP
8300	Contract Data Requirements List (CDRLs) - Option Period 2.	1.0	LO		NSP
8400	Contract Data Requirements List (CDRLs) - Option Period 3.	1.0	LO		NSP
8500	Contract Data Requirements List (CDRLs) - Option Period 4.	1.0	LO		NSP

For ODC Items:

Item	Supplies/Services	Qty	Unit	Est. Cost
9000	Travel - IAW PWS			
9000AA	Base Period Travel - IAW PWS (Fund Type - TBD)	1.0	LO	
9000AB	Option Period 1 Travel - IAW PWS (Fund Type - TBD)  Option	1.0	LO	
9000AC	Option Period 2 Travel - IAW PWS (Fund Type - TBD)  Option	1.0	LO	
9000AD	Option Period 3 Travel - IAW PWS (Fund Type - TBD)  Option	1.0	LO	
9000AE	Option Period 4 Travel - IAW PWS (Fund Type - TBD)	1.0	LO	

SOLICITATION NO. M6785417R3020	AMENDMENT NO. 0001	PAGE 3 of 50	FINAL
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Item	Supplies/Services	Qty	Unit	Est. Cost
	Option			
9100	Optional Task 1 III MEF Support Travel			
9100AA	Optional Task 1 III MEF Support Base Period Travel - IAW PWS (Fund Type - TBD)	1.0	LO	
9100AB	Optional Task 1 III MEF Support Option Period 1 Travel - IAW PWS (Fund Type - TBD)	1.0	LO	
	Option			
9100AC	Optional Task 1 III MEF Support Option Period 2 Travel - IAW PWS (Fund Type - TBD)	1.0	LO	
	Option			
9100AD	Optional Task 1 III MEF Support Option Period 3 Travel - IAW PWS (Fund Type - TBD)	1.0	LO	
	Option			
9100AE	Optional Task 1 III MEF Support Option Period 4 Travel - IAW PWS (Fund Type - TBD)	1.0	LO	
	Option			

SOLICITATION NO. M6785417R3020	AMENDMENT NO. 0001	PAGE 4 of 50	FINAL
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## SECTION C DESCRIPTIONS AND SPECIFICATIONS

### PERFORMANCE WORK STATEMENT FOR U.S MARINE CORPS TRAINING AND EDUCATION COMMAND TRAINING SUPPORT CENTER SUPPORT SERVICES

#### 1.0 Scope

The scope of this effort is to deliver analytical, document development, and administrative services to support the U.S Marine Corps (USMC) Training and Education Command (TECOM), Training Support Centers (TSC) as they improve TECOM support to home station training by helping training units properly access and employ TECOM resources and assist with unit training/exercise planning, document development and execution aboard Marine Corps installations and other training sites.

#### 1.1. Background

TECOM's mission is to develop, coordinate, resource, execute, and evaluate training and education concepts, policies, plans and programs to ensure Marines are prepared to meet the challenges of present and future operational environments. One of TECOM's six core competencies to accomplish this mission is focused directly on "enabling home station training." The TSCs were specifically established to support that core competency. The TSC mission directly supports home station training by supporting operational forces and training units with training and exercise planning, design, development, and execution.

TSCs are located at: Marine Corps Base (MCB) Camp Pendleton, CA (including Marine Corps Air Station (MCAS) Miramar, El Centro and Fort Hunter Liggett); MCB Hawaii, HI (including MCAS Kaneohe Bay, MCB Camp Smith & Marine Corps Training Area Bellows, Kahuku Training Area, Schofield, Pacific Missile Range Facility, Niihau Training Area, and Pahakuloa Training Area); MCB Quantico (including Naval Support Activity, Northwest, (NSA Chesapeake), VA), VA; MCB Camp Lejeune, NC (including Cherry Point, NC); Marine Corps Air Ground Combat Center (MCAGCC) Twentynine Palms, CA (including Yuma, AZ and Bridgeport, CA); and partial TSC support exists at MCB Japan (including III Marine Expeditionary Force (MEF) Area of Responsibility (AOR) that includes Republic of Korea Training Areas, Marianas Island Training Areas, Camp Fuji, Japan Training Areas, Thailand Training Areas, Surabaya, Indonesia Training Areas, Malaysia Training Areas, and the Philippines Training Areas.

The TSC Management Branch, located in Quantico, VA, resident within the TECOM G-3/5/7, provides direct management oversight to all TSC sites and TECOM training program analysis to the TECOM G-3/5/7.

All TSC sites directly support resident and visiting USMC or other Department of Defense units in the efficient and effective use of home station training resources and systems by: assisting with training planning, design and development; exercise planning, design and development; training/exercise execution; and training capability and resource analysis to effect planning, programming and use/employment.

#### 1.2. Support Concept.

The TSC provides support and assistance using USMC approved processes and principles as outlined in MCO P3500.72A Marine Corps Ground Training and Readiness Program, NAVMC 3500.14C Marine Corps Aviation Training and Readiness Program Manual, NAVMC 1553.1 Systems Approach to Training (SAT) User's Guide, MCO 1553.3B Unit Training Management (UTM), MCO 3502.6A Force Generation Process, MCO 3500.11F MAGTF Training Program, MCWP 5-1 Marine Corps Planning Process and other relevant USMC Training and Readiness directives as they apply to TSC functions and tasks. The contractor shall use the Training Support Center Standing Operating Procedures (TSC SOP) and TSC document templates available from the TSC Government Site Lead, as a guide and a means for the efficient planning, design, and development of draft documents provided to units during support efforts. The planning, design, development and execution tasks conducted by the TSCs must be conducted locally and tailored to meet the needs of the specific training unit. All TSC support efforts are conducted in direct coordination with the training unit to ensure complete and comprehensive understanding of all support efforts from planning through execution.

TSC support processes and documents are intended to assist unit action officers in developing and reinforcing operational planning and Unit Training Management (UTM) skills. As such, TSC contract support shall be consistent with USMC approved doctrine, methods and instruction.

The TSC Management Branch analyzes information collected at the various TSC sites regarding TSC site actions (planning/design documents, support processes, best practices and lessons learned across the TSC enterprise), as well as TECOM training and training support programs that assist units with home station training. Analysis shall consider current and future training concepts, program support and integration for effective training outcomes.

SOLICITATION NO. M6785417R3020	AMENDMENT NO. 0001	PAGE 5 of 50	FINAL
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### 1.2.1. Definitions, Support Categories and Expected Throughput.

The TSC support efforts provided to the training units at the TSC sites are divided into three broad categories. Those categories are; Training Design, Exercise Design, and Training and Exercise Support. All TSC contract actions at the sites will fit into one of these three categories.

**1.2.1.1. Training Design.** Training design is defined as all activities related to assisting a unit to develop Mission Essential Task List (METL) - based training plans and activities for instruction and practical application. These activities are intended to develop and sustain the individual and collective skills, knowledge and attitudes required to operate/perform military functions in response to operational requirements deemed necessary by the service, DOD, and the unit chain of command. Training can be initial, sustainment or remedial.

Due to the comprehensive support provided by the TSCs, the Training Design category is further divided into two groups:

- Training Design in support of any U.S. Military training unit/organization,
- Training Design unique to U.S.M.C. deploying units.

**1.2.1.1.1 Training design for any U.S. Military training unit** includes analysis and design activities. The analysis consists of a review of unit specific information and training resource information such as: Unit Mission Essential Tasks (METs)/METL, appropriate Training and Readiness (T&R) manuals, and the Commander's Assessment. Training resource information consists of resource capability, purpose, capacity and points of contact. Types of training resources to consider shall include training areas, ranges, systems, simulators, devices, architecture and facilities. Design shall align training actions to resources over time using the abovementioned appropriate unit and local training resource information.

**1.2.1.1.2 Training design unique to USMC deploying units** consists of training analysis and training design. The information will include information specifically oriented on deployment readiness, the force generation process and the requirements specific to assigned missions and theaters of operation. Analysis will consist of theater requested and USMC approved pre-deployment requirements, as well as the USMC approved resources to meet those requirements and the published official documents that established the requirements and resources (e.g., Marine Corps Orders, MARADMIN/ALMAR messages, Headquarters Marine Corps (HQMC), Plans, Policy and Operations (PP&O) messages). Design shall align and sequence all training requirements, to include deployment specific training requirements, over time to develop Force Readiness Timelines. This document will provide a visual graphic of training requirements with throughput, time and capacity (i.e., time required for the battalion to accomplish a specific training requirement for deployment into a specific Theater of Operation, for example; Counter-Improvised Explosive Device (C-IED) training for entry into US Central Command, etc.)

Table 1: Expected Training Design throughput (calendar year) across applicable sites is based on historic data and should be used as a planning estimate for support; actual throughput could be plus or minus 5%. Expected throughput is described in the following table:

Location	Training Design (Any US Military training unit)	Training Design (USMC Deploying Units)
Quantico, VA	80	2
Camp LeJeune, NC	71	12
MCCAGC	47	8
Camp Pendleton, CA	71	12
Hawaii	38	5
Okinawa	18	1

**1.2.1.2. Exercise Design.** Exercise design is defined as all activities related to assisting units plan, design and develop exercise support documents that assist a unit conducting an exercise, military maneuver or simulated wartime operation. Exercises explore the effect of warfare or test tactical and operational concepts without actual combat. They are conducted for the purpose of formal or informal evaluation and encompass training conducted by one or more military units to build proficiency and enhance unit readiness.

Exercise design, depending on the level of complexity, consists of some or all of the following meetings as determined by the unit: concept development conference, initial, mid and final planning conferences, In Progress Review (IPR) meetings, and Exercise Control rehearsals. These meetings normally begin as early as 120 days prior to execution of the exercise, and require accurate information capture and sharing. Contractor attendance to all subsequent planning conferences and IPRs is necessary to ensure continuity between planning and document development. Planning documents include tasks, exercise objectives, Commander's Guidance, timelines, exercise type and participating units. Scenario document development requires specific threat capabilities research to meet unit exercise objectives. Exercise control documents integrate support resources and ensure training objectives are met by prompting opposing force actions or stimulating training unit actions. Evaluation documents display tasks,



SOLICITATION NO. M6785417R3020	AMENDMENT NO. 0001	PAGE 6 of 50	FINAL
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sub-tasks, event components and performance steps in a manner that supports ease of tracking and recording. Evaluation documents shall be consistent with appropriate T&R manuals, supporting references and, when requested, unit SOPs. Since exercises vary greatly in terms of complexity and scope due to unit size, functions to be exercised, numbers of tasks to be conducted, numbers of units involved and level of support required, exercise design is divided into three general sub-categories. These sub-categories are only meant as a guide to help estimate the differing levels of support. However, every exercise, and the required amount of support will be unique and tailored to the specific requests of the supported unit. The following are the three exercise sub-categories:

- Low Complexity Exercises
- Medium Complexity Exercises
- High Complexity Exercises.

**1.2.1.2.1 Low Complexity Exercises.** Low Complexity Exercises are typically focused at the platoon level and below. Training objectives are limited to Individual, Team, Squad and Platoon events that address maneuver. The focus is on Individual training. Duration of training is normally two days or less. Low complexity incorporates Planning (Analysis of training objective, mission and meeting attendance), Design Coordination (identification of overall scheme, support requirements, and alignment of basic resources to meet training objectives) and Document Development to support planning, design, execution and evaluation (meeting notes, simple scene setting products to provide context for tactical tasks, execution control products to control training unit actions and evaluation products that support 1000-5000 level T&R tasks).

**1.2.1.2.2 Medium Complexity Exercises.** Medium Complexity Exercises are typically focused at the Company level and below. Training objectives are limited to individual and small unit collective tasks aligned to battlefield functions that address maneuver, command and control, intelligence and organic company supporting arms. The focus is on small unit collective training. Duration of training is normally 4 days. Medium complexity incorporates planning, design and document development similar to that done in low complexity exercises. However, the scope and complexity of the analysis, design and documents developed increase from a low complexity exercise due to increase in unit size, capability and resulting complexity of the exercise. In medium complexity exercises, planning shall include analysis of company training objectives and mission as well as the training objectives and missions of the company's subordinate elements and attendance of all meetings and IPRs. Design shall consider an increasingly complex scheme that must account for multiple maneuver units, command and control of those elements and incorporation of organic company fire support. The documents developed shall include: planning products to show all meeting notes, METL and Training objective analysis and operational support documents such as Fragmentary-Orders; scenario products that increase intelligence information to support the operations and intelligence functions resident at the company level; execution control products that include and manage additional resources to account for multiple units conducting multiple tasks orchestrated over time; and evaluation products that support 1000-6000 level T&R tasks.

**1.2.1.2.3 High Complexity Exercises.** High Complexity Exercises are typically focused at the Battalion level and above. Training objectives include unit collective tasks aligned to all staff processes, address all six warfighting functions and include tasks that enable Joint, Interagency, Inter-Governmental and Multinational capabilities (JIIM). The focus is battalion collective training and MAGTF integration training. Duration of training is normally 4-10 days. High complexity incorporates planning, design and document development similar to that done in all low and medium complexity exercises. However, the scope and complexity of the analysis, design and product development increases from a medium complexity exercise due to unit size, capability and the resulting complexity of the exercise. In high complexity exercises, Planning shall include analysis of primary, secondary and possibly tertiary training audiences across multiple units, as well as attending all meetings, IPRs and rehearsals. Design shall consider an increasingly complex scheme that must account for all training units, all six warfighting functions, the integration of other elements of the MAGTF and the integration of Joint, interagency, intergovernmental and multinational capabilities. The documents developed shall include: planning products to show meeting and discussion notes, lessons learned and initial analysis; scenario related products that support operations and intelligence capabilities resident at the battalion and above level; execution control products that support fire support integration, Opposing force attrition matrices, Combat Operations Center staff functions, exercise rehearsals, resource integration, realistic and accurate opposing force actions, and control of multiple units' actions occurring simultaneously over time to challenge all aspects of battalion and above unit capabilities; and evaluation products that support 1000-8000 level T&R tasks.

Table 2: Expected Exercise Design throughput (calendar year) across applicable sites is based on historic data and should be used as a planning estimate for support; actual throughput could be plus or minus 5%. Expected throughput is described in the following table:

Location	Low Complexity	Medium Complexity	High Complexity
Quantico, VA	5	3	0
Camp LeJeune, NC	14	12	9
MCCAGC	12	10	7
Camp Pendleton, CA	14	12	9
Hawaii	9	6	4

SOLICITATION NO. M6785417R3020	AMENDMENT NO. 0001	PAGE 7 of 50	FINAL
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Okinawa	0	0	0
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**1.2.1.3. Training and Exercise Support.** Training and Exercise support is defined as all actions related to the execution of Training and Exercise events. Training and exercises are conducted in the austere conditions associated with local ranges and training areas. Support is organized into three categories similar to the exercise design categories. The size of the unit will impact the duration of the event/exercise and the number of exercise functions the TSC is involved in supporting during execution. In general terms, the number of warfighting functions supported by the TSC during the plan, design and develop phases will mirror the number of TSC support functions during the execution phase. As well, the size and scope of the exercise will determine the number of events that occur over extended periods of time or are conducted around the clock (24 hrs. per day), and will help determine the number of support personnel needed. The Support categories are:

- Low Complexity, oriented on the execution of simple training events and platoon sized unit exercises
- Medium Complexity, oriented on the execution of company sized unit exercises
- High Complexity, oriented on the execution of Battalion, Squadron, Group, Regimental, Wing, and Division sized unit exercises.

**1.2.1.3.1 Low Complexity Support** includes organizing support resources on the ground for execution, operation of training device equipment and resources and recovery and accountability of those resources that are not supported via existing contract support.

**1.2.1.3.2 Medium Complexity Support** includes all support actions in the low complexity support, plus support to assist units with maneuver and intelligence event execution, opposing force and friendly force exercise control, and AAR execution.

**1.2.1.3.3 High Complexity Support** includes all support actions in the low and medium complexity support. However, the expansion of warfighting functions to include Command and Control (C2), Intelligence, Maneuver, Fires, Logistics and Force Protection requires TSC support across a larger number of functional areas within the EXCON C2 to help with integration of support products and timing of events. Support includes explanation and analysis of exercise design documents to Exercise Control, Response and Opposing Force Cells. Support also includes recommendations on training event “stimulation” using simulation model feeds, MSEL injects, opposing force actions, and other methods to help force training unit actions to occur consistent with unit training objectives and intent

Table 3: Expected Training and Exercise Support throughput (calendar year) across applicable sites is based on historic data and should be used as a planning estimate for support; actual throughput could be plus or minus 5%. Expected throughput is described in the following table:

Location	Low Complexity	Medium Complexity	High Complexity
Quantico, VA	92	3	0
Camp LeJeune, NC	74	11	9
MCCAGC	45	10	7
Camp Pendleton, CA	74	11	9
Hawaii	40	6	4
Okinawa	8	0	3

## 2.0 General Requirements.

All deliverables shall be submitted to the Contracting Officer’s Representative (COR) and the COR is responsible for tracking and acceptance.

The Contractor employees shall identify themselves as Contractor personnel by introducing themselves or being introduced as Contractor personnel and displaying distinguishing badges or other visible identification for meetings with Government personnel. In addition, Contractor personnel shall appropriately identify themselves as Contractor employees in telephone conversations and in formal and informal written correspondence.

The contractor shall comply with Training and Education Command Order (TECOMO) 5510.2A, Foreign Disclosure of Classified Military Information and Controlled Unclassified Information, when providing training material to foreign persons. The contractor shall comply with federal, state, and local laws and regulations.

Contractors must have a valid local/state driver’s license and the ability/permissions to drive on the installation. Contract employees shall comply with base traffic regulations at all sites.

SOLICITATION NO. M6785417R3020	AMENDMENT NO. 0001	PAGE 8 of 50	FINAL
-----------------------------------	-----------------------	-----------------	-------

Consistent with Federal Acquisition Regulation (FAR) Part 45.102(b) the Department of Defense Manual (DODM) 4500.36 Acquisition, Management, and Use of DOD Non-Tactical Vehicles, dated 7 July 2015, and contingent on the local Installation Commander's lease agreement, contractors in direct support of the TSCB mission may be authorized to drive Government-owned (or commercially leased vehicles) in the performance of their official duties. Contractor shall provide requests, justification and proof of third party liability insurance for the contractors to the Local government TSC Site Lead, for review. The Government TSC Site Lead will ensure the local Installation Commander's vehicle lease agreements allow contract drivers, validate the contractor submitted list and forward approved lists to the COR. The COR will approve and inform contract company management. The contractors authorized to drive Government vehicles must meet local, state and installation licensing and safety requirements. Local and state licenses will not be paid for by the Government. Government vehicles will include the normal range of vehicles operated by TSC from base motor pools (e.g., four wheeled off-road vehicles, cars, trucks, vans etc.) Personal Protective Equipment (PPE) to operate equipment such as Utility Vehicles will be provided by the contractor. Motorcycles are not authorized. Contractors who fail to meet government authorization for vehicle use, or choose not to use government provided transportation, must provide appropriate and comparable transportation at their own expense to meet contract support tasks.

Contractors located in the III MEF AOR that travel to locations outside US Government Territories and Possessions are designated as Contractors Authorized to Accompany the Force (CAAF) and shall comply with all requirements as stipulated in DFARS 252.225-7040 and 252.225-7043. Further, the contractor shall meet policy requirements established in the current version of Department of Defense Instruction (DODI) 3020.41, with specific attention to the policy requirements listed in enclosure 2 related to medical, dental, and psychological fitness, as well as local and third country laws that limit hiring local nationals and third country nationals such as: worker permits and labor force hour restrictions; taxes, customs, and duties; cost of living allowances; hardship differentials; and access to classified information. Prior to any travel, the contractor shall obtain an approved Letter of Authorization (LOA) from the Synchronized Pre-deployment Operational Tracker (SPOT). During travel, the contractor shall be responsible for all logistics expenses, shall have appropriate medical, life, and disability insurance coverage to meet Defense Base Act requirements and comply with all local laws, as well as guidance and requirements set forth in US Government Status of Forces Agreements (SOFA), other Agreements or Treaties, and US Pacific Command and Marine Forces Pacific training and safety plans for those specified locations

## 2.1 Non-Personal Services.

The Government shall neither supervise contractor employees nor control the method by which the Contractor performs the required tasks. Under no circumstances shall the Government assign tasks to, or prepare work schedules for, individual contractor employees. It shall be the Contractor's responsibility to manage its employees and guard against any actions that could be characterized as personal services, or convey the perception that personal services are being delivered. If the Contractor believes that any actions constitute, or are perceived to constitute personal services, it shall be the Contractor's responsibility to immediately notify Procurement Contracting Officer (PCO).

**2.2 Key Personnel.** The requirements of this contract place great emphasis on the qualifications of the Contractor's staff. As such, the individuals listed below in paragraph (a), for this effort, are designated as "Key Personnel." These individuals shall be available immediately upon the start of the contract and shall be expected to remain in the respective position throughout the period of performance. Any replacement of the "Key Personnel" will require a modification to the contract. Minimum Qualifications for Key Personnel are included as enclosure (1) to this PWS.

The Contractor agrees to assign to the contract the person identified as key personnel, whose resume was submitted with the Contractor's proposal, who is specifically listed here:

a) Key Personnel. The following positions are designated as Key Personnel.

- Program Manager
- Program Analyst

b) If circumstances require that the "Key Personnel" be replaced, the Contractor shall provide the Procuring Contracting Officer (PCO) with a proposed qualified replacement candidate. The request for replacement shall be submitted, in writing, to the PCO at least 14 days prior to the departure of the key personnel for voluntary separation. Each request shall provide a detailed explanation of the circumstances necessitating the replacement, a complete resume for the proposed replacement, and any other information

SOLICITATION NO. M6785417R3020	AMENDMENT NO. 0001	PAGE 9 of 50	FINAL
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required by the PCO to approve or disapprove the proposed replacement. All proposed replacements (no matter when they are proposed during the performance period) shall have qualifications that are equal to or higher than the qualifications of the person being replaced.

c) Upon acceptance by the PCO, this individual shall assume the duties and responsibilities of the replaced individual and the parties will execute a modification to this "Key Personnel" provision.

d) If any Key Personnel are reassigned, terminated or otherwise become unavailable to perform under the contract and are not replaced with an approved individual within 30 days, the PCO may take appropriate action, to include withholding payment, (downward) equitable adjustment or contract termination.

## 2.3 Post Award Conference

A Post Award Conference shall be conducted at Marine Corps Base Quantico, Virginia, no later than 15 days after contract award. At a minimum, the following will be addressed;

- Introduce key Government and Contractor personnel
- Review terms and conditions of the contract
- Review PWS requirements and deliverables to ensure understanding between all parties
- Provide answers to Contractor questions
- Discuss any other items the COR or PCO may deem appropriate
- Address administrative items, such as invoicing, communication mechanisms, and access to Government systems, etc.
- Present and discuss Contractor's Quality Control Plan

## 2.4 Administration.

**2.4.1 Contract Management.** The Contractor shall establish processes and assign appropriate resources to effectively perform the requirement. The Contractor shall have primary and alternate points of contact between the Contracting Officer's Representative (COR) and contractor personnel assigned to support the contract.

**2.4.2 Subcontract Management.** The Contractor shall be responsible for any subcontract management necessary to integrate work performed on this requirement and shall be responsible and accountable for subcontractor performance on this requirement. The prime Contractor shall manage work distribution to ensure there are no Organizational Conflict of Interest (OCI) considerations.

**2.4.3 Contractor Personnel, Disciplines, and Specialties.** The Contractor shall accomplish the assigned work by employing and using personnel with the below listed knowledge, expertise and appropriate clearances.

Contractors in direct support of the TSC mission shall be knowledgeable in doctrinal USMC training and operations from squad to MAGTF level and span all elements of the MAGTF organization. They shall be knowledgeable in local resources to include resource purpose, capabilities, capacities, and Points of Contact and able to analyze training requirements and develop comprehensive solutions to complex unit training needs. They shall be knowledgeable in local safety and training regulations and requirements. They shall be able to discuss doctrinally sound operational and training concepts with unit Commanders and Training Officers/personnel and understand/implement/execute based on guidance and intent. They shall be able to effectively research and track changes in the Contemporary Operating Environment (COE), produce well written documents and integrate aspects of the COE into unit tasks and missions across the range of military operations. They shall know what operating force units and tenant commands reside at each contract supported installation. They shall be capable of exercising initiative and judgment during the execution of their support tasks. Quality people possessing these analytical, problem-solving skills, when paired with policy, doctrine and resource knowledge and expertise, will be the key to vendor support success.

## 3.0 Federal Government Holidays

The Contractor shall not be required to provide support services on federal holidays unless the holiday is particularly specified in the Task Order. When a holiday falls on a Sunday, the following Monday will be observed as a holiday by the U.S. Government, when a holiday falls on a Saturday, the preceding Friday will be observed as a holiday.

New Year's Day

1st day of January

SOLICITATION NO. M6785417R3020	AMENDMENT NO. 0001	PAGE 10 of 50	FINAL
-----------------------------------	-----------------------	------------------	-------

Martin Luther King Jr.'s Birthday	3rd Monday of January
President's Day	3rd Monday of February
Memorial Day	Last Monday of May
Independence Day	4th of July
Labor Day	1st Monday of September
Columbus Day	2nd Monday of October
Veterans Day	11th day of November
Thanksgiving Day	4th Thursday of November
Christmas Day	25th of December

#### **4.0 Quality Control Program.**

The contractor shall establish a complete Quality Control Program to ensure the requirements of the contract are performed as specified in the Quality Assurance Surveillance Plan (QASP). A copy of the contractor's Quality Control Plan (QCP) shall be provided to the Contracting Officer at the post award conference or no later than 30 days after award if a post award conference is not conducted. An updated copy shall be delivered to the Contracting Officer as changes occur. The QCP shall include, but not be limited to the following:

**4.1** An inspection system covering all the services stated in the Performance Requirements Summary. It shall specify areas to be inspected on either a scheduled or unscheduled basis and indicate the individuals who will do the inspection.

**4.2** A method of identifying deficiencies in the quality of services performed before the level of performance is deemed unacceptable.

**4.3** A corrective action process that will ensure any unacceptable performance is corrected and will not occur again in the future.

**4.4** A file of all inspections conducted by the Contractor and any corrective action taken. This documentation shall be made available to the Government, upon request, throughout the term of the contract.

#### **5.0 Government Furnished Information (GFI)/ Government Furnished Property (GFP)**

Government Furnished Information is being provided solely for the performance of this contract. No modifications to the GFI are allowed unless authorized by the Government. The following GFI will be provided at the Post Award Conference:

a) Work spaces equivalent to spaces occupied by Government personnel. The Government reserves the right to relocate office, storage and maintenance space designated for contractor use.

b) Government forms, publications, documents, except for those offered for sale to the public. Items for sale to the public shall be funded by the contractor.

c) Unique Government equipment, hardware and software necessary to accomplish specific tasks as outlined in this PWS. Government will provide unique Government equipment through coordination with Unit Supply and/or local Consolidated Issue Facilities (CIF).

d). Reactive Information Propagation and Planning for Lifelike Exercises (RIPPLE) Software and product templates.

#### **6.0 Applicable Directives**

The Contractor personnel shall have knowledge of and comply with all documents listed below as mandatory in the performance of this contract:

##### **6.1 Mandatory Compliance List**

TECOMO 5510.2A: FOREIGN DISCLOSURE OF CLASSIFIED MILITARY INFORMATION AND CONTROLLED UNCLASSIFIED INFORMATION// 09 SEP 2013  
(SEE ATTACHMENT 1)

MCO P3500.72A: MARINE CORPS GROUND TRAINING AND READINESS (T&R) PROGRAM // 18 APR 05

SOLICITATION NO. M6785417R3020	AMENDMENT NO. 0001	PAGE 11 of 50	FINAL
-----------------------------------	-----------------------	------------------	-------

NAVMC 3500.14C: AVIATION TRAINING AND READINESS (T&R) PROGRAM MANUAL // 23 AUG 2011

NAVMC 1553.1A: SYSTEMS APPROACH TO TRAINING //15 SEP 2016

MCO 1553.3B: UNIT TRAINING MANAGEMENT (UTM) PROGRAM // 23 NOV 2011

MCO 3502.6A: MARINE CORPS FORCE GENERATION PROCESS // 7 JUN 2013

MCO 3500.11F: MARINE AIR GROUND TASK FORCE TRAINING PROGRAM (MAGTFTP) // 24 APR 2015

MCO 3501.1D: MARINE CORPS COMBAT READINESS EVALUATION // 17 OCT 2014

MCWP 5-1: MARINE CORPS PLANNING PROCESS // PUBLISHED IN 2000 (FORWARD UPDATED 24 AUGUST 2010)

MCO 3504.1: MARINE CORPS LESSONS LEARNED (MCCLL) // 31 JUL 2006

MCTP 8-10A: UNIT TRAINING MANAGEMENT GUIDE // 02 MAY 2016

MCO 3500.26: MARINE CORPS TASK LIST 2.0// 1 APR 2017

## **7.0 Performance Objectives**

The following paragraphs specify the Performance Objectives and Performance Elements for the contract.

### **7.1 Health and Safety Plan**

The contractor shall prepare and submit a Health and Safety Plan which includes:

- a) Site Specific Health and Safety Plan, CDRL A001, in accordance with 29 CFR 1910, Section 120, 29 CFR 1926, Section 65 and NAVMC DIR 5100.8 Marine Corps Occupational Safety and Health (OSH) Program Manual. The contractor shall perform Activity Hazard Analysis for all activities to be performed. The contractor shall prepare the Environmental Health and Safety Plan tasks in accordance with CDRL A001.

CDRL A001 Health and Safety Plan

### **7.2 Task Order Management.**

**7.2.1** The contractor shall establish and conduct formal processes for managing and executing task actions, interfacing with Government customers and meeting quality assurance provisions in accordance with the Quality Assurance Surveillance Plan. The contractor shall improve upon those processes as coordinated and agreed upon by the COR.

**7.2.2** The contractor shall prepare monthly status reports which include a financial summary of current expenses against the authorized budget, projected travel, an overview of any staffing issues or vacancies, an overview of any contract issues, and any management and administration points of note. The contractor shall deliver the overarching Progress, Status and Management Report in accordance with CDRL B001.

CDRL B001 Monthly Status Reports

**7.2.3** The contractor shall coordinate and conduct quarterly Integrated Product Team (IPT) review meetings to review task performance and address identified issues from each TSC site. These meetings shall be accomplished in person with the Contracting Officer Representative (COR), or via telephone or video conference as appropriate. The contractor shall document and deliver draft IPT minutes for all meetings within 5 working days of the quarterly IPT meetings and submit to the COR for approval, in accordance with CDRL B002.

CDRL B002 IPT Meeting Minutes and Metrics

### **7.3 TSC Branch Support and Program Analysis.**

**7.3.1** The contractor shall develop metrics that track contractor labor capacities, labor categories, and knowledge, skills and

SOLICITATION NO. M6785417R3020	AMENDMENT NO. 0001	PAGE 12 of 50	FINAL
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attributes best suited to support TSC mission success. The contractor shall deliver that information to the TSC Branch Head and forwarded to the COR for government acceptance in accordance with CDRL B002.

CDRL B002 IPT Meeting Minutes and Metrics.

**7.3.2** The contractor shall track and report issues, trends and best practices across the TSC sites and Management Branch. Outcomes of these issues and trends shall be delivered to the TSC Branch Head for government review and forwarded to the COR for acceptance; the format is at the contractor's discretion.

**7.3.3** The contractor shall prepare and present briefings to the TSC Management Branch (TSCMB) analyzing the impact to unit training and TSC support activities from formally published changes and updates to USMC Force Generation, training policy, and doctrine. All reports will be delivered in accordance with Department of the Navy correspondence manuals and use Microsoft Office applications.

**7.3.4** The contractor shall prepare and present briefings to the TSCMB for government review and COR acceptance, analyzing current TECOM programs and answering TECOM G3 requests for information regarding TECOM program effectiveness in supporting home station training. The delivered reports shall include training resource gap assessments, system improvement ideas, program improvement ideas and configuration change needs.

**7.3.5** The contractor shall attend USMC service level Working Groups (WG) related to Force Generation and Service Training to captured meeting minutes and topics of discussion, and decisions made during meetings. All notes, meeting minutes and decision information will be delivered to the TSB Branch Head for review and forwarded to the COR for acceptance in accordance with CDRL B003. Anticipate two WGs per quarter.

CDRL B003 Force Generation and Service Training Reports.

**7.3.6** The contractor shall prepare and present briefings to the TSCMB analyzing current Live, Virtual and Constructive (LVC) training processes and resources. Reports shall include recommended solutions for future LVC training environments and resources and support development of an integrated, networked training environment for each TSC in support of unit training. Recommendations shall consider the effect of joint and combined Command, Control, Communications, Computers and Intelligence (C4I) and simulation systems, infrastructure, and immersive technology training concepts. The Marine Corps defines LVC-TE as combining any of the three training domains (Live, Virtual or Constructive) to create a common operational environment, by which units can interact across LVC domains as though they are physically located in the same Operational Environment (OE).

**7.3.7** The Contractor shall provide program support and analysis described in 7.3 at the following location:

- a. Training Support Center Management Branch, Quantico, VA

#### **7.4 Training Design to any unit**

**7.4.1** The contractor shall conduct analysis of Mission Essential Tasks (MET) and Unit Commander's Assessment information and prepare and present briefings to unit representatives that include a Mission Essential Task List and recommended training event sequence for unit training plans.

**7.4.2** The contractor shall prepare and present informational briefings and presentations to unit representatives listing training and training support resources available to local training units that can support unit specific training plans. Contractor shall include resource name, capability, purpose, capacity, point of contact and scheduling information on all appropriate training areas, ranges, systems, Instrumentation, targets, simulators, devices, architecture, facilities and personnel.

**7.4.3** The contractor shall update all training resource informational briefings ensuring changes in resource information is accurate and up-to-date on a monthly basis or prior to any briefing to unit representatives.

**7.4.4** The Contractor shall provide the Training Design Support services described in 7.4 at the following locations:

- a. MCB Quantico Training Support Center (TSC), VA
- b. MCB Camp Lejeune Training Support Center (TSC), NC
- c. Marine Corps Air Ground Combat Center Training Support Center (TSC), CA
- d. MCB Camp Pendleton Training Support Center (TSC), CA
- e. MCB Hawaii Training Support Center (TSC) Support, HI
- f. MCB Japan Training Support Center (TSC), III MEF AOR – Limited Support.

SOLICITATION NO. M6785417R3020	AMENDMENT NO. 0001	PAGE 13 of 50	FINAL
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## 7.5 Training Design unique to USMC Deploying Units

**7.5.1** The contractor shall prepare and present briefings at the Regimental, Group, Squadron and Battalion Headquarters level that inform unit leaders of theater directed and USMC approved deployment requirements to meet USMC readiness and theater entry prerequisites. The contractor shall coordinate with Service headquarters and Marine Forces (MARFOR) Headquarters to verify, clarify and track government decisions on service approved changes to training requirements and resources information.

**7.5.2** The contractor shall analyze USMC deployment requirements and Unit Mission Analysis information to develop and provide briefings to unit leaders that assist units in developing their Force Management Timelines and Training Plans. Briefings shall include resource sequencing recommendations based on unit type, Commander's Guidance and Lessons Learned information garnered from previous unit deployment training plans.

**7.5.3** The contractor shall provide the Training Design Unique to USMC deploying units services described in 7.5 at the following locations:

- a. MCB Camp Lejeune Training Support Center (TSC), NC
- b. Marine Corps Air Ground Combat Center Training Support Center (TSC), CA
- c. MCB Camp Pendleton Training Support Center (TSC), CA
- d. MCB Hawaii Training Support Center (TSC), HI
- e. MCB Quantico, Training Support Center (TSC), VA
- f. MCB Japan Training Support Center (TSC), III MEF AOR

## 7.6 Exercise Design.

**7.6.1** The contractor shall participate in unit led planning sessions for development of specific documents and exercise design services necessary to achieve draft unit exercise objectives based on detailed coordination with the supported unit. The contractor shall use the guidelines provided in para 1.2.1.2 to assist in determining scope, frequency and complexity of the support effort. Document development and design services are approved by the TSC government site lead, based on agreement with the supported unit.

**7.6.2** The contractor shall attend all unit led information sharing meetings and planning conferences, as scheduled by the supported unit, and produce meeting notes capturing all meeting discussions, decisions and issues covered with unit representatives. Contractor shall provide the draft meeting notes to the government site lead for review and correction. Meetings shall include Concept Development Conferences, Initial, Mid and Final Planning Conferences, In-Progress reviews, and Rehearsals.

**7.6.3** The contractor shall assist units to develop draft exercise planning and design documents to meet draft training objectives as determined by unit leaders and training representatives. Documents shall include analysis of unit MET, training objectives, resources available for use, resources chosen for use, and Commander's guidance specific to that exercise. Documents shall also include exercise purpose, scheme of maneuver and execution criteria. All versions of draft documents will be reviewed by the government site lead and the supported unit throughout the design process.

**7.6.4** The contractor shall assist units to identify and develop exercise scenario documents. Documents shall include information necessary to provide situational context to the training unit specific to that exercise and, when appropriate, follow doctrinally correct formats (e.g., follow Intelligence Preparation of the Battlefield doctrinal format). Scenario documents shall include geographic and physical environmental information as well as human considerations, opposing force capabilities and anticipated opposing force actions/operations. All versions of draft documents will be reviewed by the government site lead and the supported unit throughout the design process.

**7.6.5** The contractor shall assist units to identify and develop execution control documents. Documents shall include information necessary to integrate training support resources, control opposing force actions, and stimulate friendly force actions specific to that exercise. All versions of draft documents will be reviewed by the government site lead and the supported unit throughout the design process.

**7.6.6** The contractor shall assist units to identify and develop evaluation documents. Documents shall include tasks to be evaluated, supporting tasks and associated event components and performance steps specific to that exercise. Information provided shall be consistent with appropriate unit Training and Readiness (T&R) Manuals, supporting references and unit SOPs. All versions of draft documents will be reviewed by the government site lead and the supported unit throughout the design process.

**7.6.7** The contractor shall provide the Exercise Design services described in 7.6 at the following locations:

- a. MCB Quantico Training Support Center (TSC), VA
- b. MCB Camp Lejeune Training Support Center (TSC), NC



SOLICITATION NO. M6785417R3020	AMENDMENT NO. 0001	PAGE 14 of 50	FINAL
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- c. Marine Corps Air Ground Combat Center Training Support Center (TSC), CA
- d. MCB Camp Pendleton Training Support Center (TSC), CA
- e. MCB Hawaii Training Support Center (TSC) Support, HI

## 7.7 Training and Exercise Support.

**7.7.1** The contractor shall determine specific support actions necessary based on detailed coordination with the supported unit and consistent with the documents developed during Training and Exercise Design as covered in para 7.4 – 7.6. The contractor shall use the guidelines provided in para 1.2.1.3 to assist in determining scope, frequency and complexity of the support effort

**7.7.2** The contractor shall provide the training unit with the set-up, operation and recovery of all government owned training and exercise support resources consistent with the guidance provided in para 1.2.1.3. Examples include: automated targetry, training devices, IED simulators, Live Role Players, battlefield effects, Instrumented AAR equipment and atmospherics. The contractor shall arrange and operate assets consistent with developed exercise design documents and the unit's concept of operations and scheme of maneuver.

**7.7.3** The contractor shall prepare and present briefings with analysis of exercise design documents during execution to unit Exercise Control Elements, and the unit AAR/Evaluation element to explain execution and evaluation product details discussed during the development meetings.

**7.7.4** The Contractor shall provide the Training and Exercise Support services described in 7.7 at the following locations:

- a. MCB Quantico Training Support Center (TSC), VA
- b. MCB Camp Lejeune Training Support Center (TSC), NC
- c. Marine Corps Air Ground Combat Center Training Support Center (TSC), CA
- d. MCB Camp Pendleton Training Support Center (TSC), CA
- e. MCB Hawaii Training Support Center (TSC) Support, HI
- f. MCB Japan Training Support Center (TSC), III MEF AOR

## 8.0 Optional Task 1- Additional Training Support to the III MEF AOR.

**8.1** The contractor shall provide support as outlined in paragraphs 7.5 through 7.7 above for units assigned, stationed or deployed into the III MEF Area of Operations. The contractor shall travel within the III MEF AOR to support III MEF regional objectives and provide this support at Deployed For Training (DFT) locations as described in table 5 of paragraph 9.3 estimated travel requirements. Based on the unit deployment and force laydown for III MEF units, the below table reflects the expected workload for supporting these units consistent with the historic data collected from the other TSC sites across the Marine Corps.

Table 4: Expected Training / Exercise Design and Support throughput (calendar year) for this option task should be used as a planning estimate for support; actual throughput could be plus or minus 5%. Expected throughput is described in the following table:

Trng Design (Deploying Unit)	Ex Design (Low Complexity)	Ex Design (Medium complexity)	Ex Design (High Complexity)	Support (Low Complexity)	Support (Medium Complexity)	Support (High Complexity)
4	5	5	3	26	4	3

## 9.0 Facilities and Travel Requirements

Work efforts in support of this task will be accomplished at Government facilities as follows:

### Location – Anticipated Facilities

TSC BRANCH , QUANTICO, VA	Government On-Site
MCB HAWAII TSC	Government On-Site
MCB JAPAN TSC	Government On-Site
MCAGCC TWENTYNINE PALMS TSC	Government On-Site
MCB CAMP LEJEUNE TSC	Government On-Site
MCB QUANTICO TSC	Government On-Site
MCB CAMP PENDLETON TSC	Government On-Site

**9.1** Work efforts in support of this task effort will be accomplished on site. This task will require the Contractor to provide suitable information technology (IT) support to manage program requirements (internet access, document library, databases, web

SOLICITATION NO. M6785417R3020	AMENDMENT NO. 0001	PAGE 15 of 50	FINAL
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site and document printing) throughout the course of performance to support the scope of activities. Such facilities are not reimbursed as ODCs. Laptops, cellular equipment/services, and other items of convenience are not reimbursable as ODCs.

**9.2** All Government printing requirements MUST be done by or through the local Defense Logistics Agency Document Services (formerly Document Automation and Production Service (DAPS)). <http://www.daps.dla.mil/dapsonline.html>.

**9.3** The estimated travel requirements for this effort are reflected in Table 5 below. The contractor must gain COR approval prior to executing travel.

Table 5: Estimated travel requirements.

Location From	Location To	Number of Trips (Base)	Number of Trips Opt Task 1 (Task 8.0)	Days Duration	Number of Travelers
MCB Quantico TSCMB	Camp Lejeune, NC	1	0	3	1
	MCB Japan	1	0	5	1
	MCAGCC 29 Palms, CA	1	0	3	1
	Camp Pendleton, CA	1	0	3	1
	MCB Hawaii, HI	1	0	4	1
	Naval Base Norfolk, VA	4	0	3	1
MCB Quantico	Yorktown, VA	4	0	2	2
	Camp Allen, VA	4	0	2	2
Camp Lejeune, NC	Camp Pendleton, CA	1	0	3	1
	Cherry Point, NC	2	0	2	1
	Beaufort, SC	2	0	2	1
	Perris Island, SC	2	0	2	1
	Albany, GA	2	0	2	1
	Atlantic Field, NC	2	0	2	1
MCAGCC 29 Palms, CA	Camp Pendleton, CA	2	0	1	1
	Yuma Proving Grounds	4	0	5	3
	Bridgeport, CA	2	0	5	2
Camp Pendleton, CA	Camp Lejeune, NC	1	0	3	1
	MCAGCC 29 Palms, CA	2	0	1	1
MCB Hawaii, HI	Camp Pendleton, CA	1	0	5	2
	PTA	2	0	5	2
MCBJ Okinawa, Japan	Seoul, Korea	2	1	5/5*	1/1*
	Thailand	2	1	3/3*	1/1*
	MCB Hawaii, HI	0	0	0	0

SOLICITATION NO. M6785417R3020	AMENDMENT NO. 0001	PAGE 16 of 50	FINAL
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	Surabaya, Indonesia	2	1	5/5*	1/1*
	Philippines	2	0	5	1
	Fuji, Japan	0	1	3	2
	Darwin, Australia	0	1	10	1
	Guam	0	1	10	1
	Vietnam/Cambodia	1	1	3/3*	1/1*

Note: \* in the table denotes expected additional travel related to Option Task 1 described in para 8.1 and table 4, above.

Travel shall be in accordance with FAR 31. Per Diem shall be in accordance with <http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>.

## 10.0 Special Requirements

This section describes the special requirements for this effort. The following sub-sections provide details of various requirements.

### 10.1 Security Requirements

This contract will require the contractor to have a Secret Facility Clearance and will require certain personnel to obtain and maintain classified access eligibility. The prime contractor and all sub-contractors (through the prime contractor) shall adhere to all aspects of DoD Directive 5220.22-M. All personnel identified to perform on this contract shall maintain compliance with Department of Defense, Department of the Navy, and Marine Corps Information and Personnel Security Policy to include completed background investigations (as required) prior to classified performance. This contract shall include a DoD Contract Security Classification Specification (DD Form 254) as an attachment. The contractor shall notify the Government (written notice) within twenty-four hours of any contractor personnel added or removed from the contract that have been granted classified access, issued a Common Access Card and/or Marine Corps Systems Command (MCSC) Building access.

DD Forms 254: Overarching security requirements and contractor access to classified information shall be as specified in the basic DD Form 254. All contractor personnel with access to unclassified information systems, including e-mail, shall have at a minimum a favorable National Agency Check (NAC).

Strict security measures are required within each site in support of events involving the handling of classified material in accordance with established local and Department of Navy procedures. Contract employees shall have or be eligible to receive an approved Secret security clearance in order to be allowed access to classified information and systems. Classified access eligibility must be recorded in the Joint Personnel Adjudication System (JPAS) under the contractor company's JPAS Security Management Code (Classified access is only going to occur at the Government sites). Contractor facilities at which off-site exercise refinement shall take place, must conform to Federal regulations on safeguarding classified national security information. Strict security measures are required within each site in support of events involving the handling of classified material in accordance with established local and Department of Navy procedures.

The prime contractor and all sub-contractors (through the prime contractor) shall certify in writing to the Government the personnel supporting this contract are "Qualified U.S. contractors" in accordance with DoD Directive 5220.22-M Chapter 2 Section 2. Fifteen (15) days before start of mobilization, contractor shall notify the site security manager, COR or Government representative in writing of the names and positions of all contractor personnel requiring access to controlled areas.

### 10.2 Environmental Requirements

The contractor shall comply with all applicable host country, federal, state, and local environmental protection requirements and laws. All such environmental protection matters shall be coordinated through the COR. In the event any regulatory agency assesses a monetary fine against the Government for violations caused by contractor negligence, the contractor shall reimburse the Government for the amount of the fine, and all related costs.

Employees shall be on approved Government access list before entering any access controlled area during the term of the contract, the sit security manager, COR or Government representative shall be notified, in writing, within 24 hours of the names and positions of all contractor personnel added to, or removed from, the access control list.

### 10.3 Enterprise-Wide Contractor Manpower Reporting Application (ECMRA)

The contractor shall report contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract for the Training and Education Command (TECOM) via a secure data collection site. Contracted services excluded from reporting are based on Product Service Codes (PSCs). The excluded PSCs are:

SOLICITATION NO. M6785417R3020	AMENDMENT NO. 0001	PAGE 17 of 50	FINAL
-----------------------------------	-----------------------	------------------	-------

- (1) W, Lease/Rental of Equipment;
- (2) X, Lease/Rental of Facilities;
- (3) Y, Construction of Structures and Facilities;
- (4) S, Utilities ONLY;
- (5) V, Freight and Shipping ONLY.

The contractor is required to completely fill in all required data fields using the following web address

<https://doncmra.nmci.navy.mil>.

Reporting inputs will be for the labor executed during the period of performance during each Government fiscal year (FY), which runs October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year. Contractors may direct questions to the help desk, linked at

<https://doncmra.nmci.navy.mil>.

## 11.0 Deliverables

Deliverables are due in accordance with the terms of each individual CDRL.

Table 6: Deliverables associated to PWS paragraphs

	Name	Applicable PWS Section
A001	Health and Safety Plan	7.1
B001	Monthly Status Report	7.2.2
B002	IPT Meeting Minutes and Metrics	7.2.3 and 7.3.1
B003	Force Generation and Service Training Reports	7.3.5

## 12.0 TSC ACRONYMS

(AA) **Teams** – Advisor and Assistance Training Teams  
 (AMHS) – Automated Message Handling System  
 (AOR) – Area of Responsibility  
 (BOLO) – Be On the Look Out  
 (C4I) – Command, Control, Communications, Computers and Intelligence  
 (COA) – Course of Action  
 (COR) – Contracting Officer's Representative  
 (DLADS) – Defense Logistical Agency Documents Service  
 (DOS) – Department of State  
 (FTR) – Federal Travel Regulations  
 (GRG) – Gridded Reference Graphic  
 (IPR) – In-Progress Review  
 (IPT) – Integrated Process Team  
 (JIIM) – Joint, Interagency, Intergovernmental, Multinational  
 (JPAS) – Joint Personnel Adjudication System  
 (LRC) – Local Resource Catalog  
 (MAGTF) – Marine Air Ground Task Force  
 (MCAGCC) – Marine Corps Air Ground Combat Center  
 (MCAS) – Marine Corps Air Station  
 (MCB) – Marine Corps Base  
 (MCTIMS) – Marine Corps Training Information Management System  
 (MEF) – Marine Expeditionary Force  
 (MET) – Mission Essential Task  
 (METL) – Mission Essential Task List  
 (MEU) – Marine Expeditionary Unit  
 (MSEL) – Master Scenario Event List  
 (MTESD) – MAGTF Training and Education Standards Division  
 (NEO) – Noncombatant Evacuation Operation  
 (PCO) – Procurement Contracting Officer  
 (PECL) – Performance Evaluation Checklist  
 (QASP) – Quality Assurance Surveillance Plan  
 (QCP) – Quality Control Plan  
 (RFMSS) – Range Facility Management Support System  
 (RIPPLE) – Reactive Information Propagation and Planning for Lifelike Exercises

SOLICITATION NO. M6785417R3020	AMENDMENT NO. 0001	PAGE 18 of 50	FINAL
-----------------------------------	-----------------------	------------------	-------

**(RRS)** – Requirements Resource Spreadsheet  
**(SIGACTS)** – Significant Actions Report  
**(SITREP)** – Situation Report  
**(SOP)** – Standing Operating Procedures  
**(SP MAGTF)** – Special Purpose Marine Air Ground Task Force  
**(TDY)** – Travel for Temporary Duty  
**(TEC)** – Training Event Checklist  
**(TECOM)** – Training and Education Command  
**(TEEG)** – Training Event Execution Guide  
**(TSC)** – Training Support Center  
**(T/O&E)** – Table of Organization and Equipment  
**(T&R)** – Training and Readiness Manual  
**(UDP)** – Unit Deployment Program  
**(USAID)** – United States Agency for International Development

### Enclosure (1)

## PERSONNEL POSITION MINIMUM QUALIFICATION REQUIREMENTS

This contract is subject to minimum qualification requirements for the below listed personnel positions, for the duration of performance. The contractor is required to staff Personnel Positions with personnel who possess the qualifications set forth herein.

Program Manager (Key Personnel)		
<b>Minimum Education</b> BA/BS Degree	<b>Security Clearance:</b> Secret	<b>Min Years of Experience:</b> 15
<p><b>Qualifications:</b> 15+ years of relevant military program management experience. Understands the MAGTF concept for Operations; Understands the Systems Approach to Training; Proven experience communicating and coordinating with U.S. Military installation, Service Headquarters and Operating Forces leadership; Demonstrated experience in coordinating the efforts of numerous geographically separated U.S. Military sites, Demonstrated in-depth knowledge of the TECOM mission and functions. MA/MS Degree is desired, but not required.</p>		
Program Analyst (Key Personnel)		
<b>Minimum Education:</b> BA/BS Degree	<b>Security Clearance:</b> Secret	<b>Min Years of Experience:</b> 12
<p><b>Qualifications:</b> 12+ years U.S. Military battalion/squadron level operations/training experience or higher and project management / Staff Action Officer experience; USMC experience is desired. Operational deployment experience (e.g., OEF, OIF, or MEU, SP MAGTF). Understands USMC doctrine and operational concepts; to include MAGTF operations; Understands Joint Interagency Intergovernmental Multinational operations (JIIM); Understands USMC Force Development; and Planning Programming Budgeting and Execution System (PPBES). Understands the Systems Approach to Training; Proven experience communicating and coordinating with U.S. Military installation, HQ and Operating Forces leadership; Demonstrated experience in coordinating the efforts of numerous geographically separated sites, Demonstrated in-depth knowledge of the TECOM mission and functions.</p>		
Site Lead / Training Analyst		
<b>Minimum Education:</b> AA/AS Degree, or HS plus 10 years military experience	<b>Security Clearance:</b> Secret	<b>Min Years of Experience:</b> 10
<p><b>Qualifications:</b> 10+ years of relevant experience with U.S. Military company or battalion level operations/training (USMC battalion experience desired). Operational deployment experience (e.g., OEF, OIF, or MEU, SP MAGTF). Understands the</p>		

SOLICITATION NO. M6785417R3020	AMENDMENT NO. 0001	PAGE 19 of 50	FINAL
-----------------------------------	-----------------------	------------------	-------

MAGTF and MSC Concept for Operations; Understands Joint Interagency Intergovernmental Multinational operations (JIIM); Understands the Systems Approach to Training; Understands installation range and training area procedures. Proven experience communicating and coordinating with U.S. Military battalion and company level leadership; Demonstrated experience in managing and coordinating the efforts of numerous projects Demonstrated in-depth knowledge of exercise planning/execution.

### Tactical Training Specialist

**Minimum Education:** HS Degree

**Security Clearance:** Secret

**Min Years of Experience:** 8

**Qualifications:** 8+ years U.S. Military company or battalion level operations/training experience; USMC experience desired. Recent operational deployment experience (e.g., OEF, OIF, or MEU, SP MAGTF). Understands battalion level concept for operations; Understands the Systems Approach to Training; Understands range and training area procedures. Proven experience communication and coordinating with company level leadership and battalion staff/action officers. Demonstrated experience working in and leading small working groups. Demonstrated in-depth knowledge of exercise planning/execution.

SOLICITATION NO. M6785417R3020	AMENDMENT NO. 0001	PAGE 20 of 50	FINAL
-----------------------------------	-----------------------	------------------	-------

## **SECTION D PACKAGING AND MARKING**

All Deliverables shall be packaged and marked IAW Best Commercial Practice.

SOLICITATION NO. M6785417R3020	AMENDMENT NO. 0001	PAGE 21 of 50	FINAL
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## SECTION E INSPECTION AND ACCEPTANCE

E-1.1 The resulting task order shall designate a Contracting Officer Representative (COR) who shall perform inspections and final acceptance for the Government. The COR, to be identified in Section G, is the only person empowered to inspect and accept work under the resulting task order.

E-1.2 Inspection and acceptance of all services shall be performed by the Government. Payment shall not be made under the resulting task order for services performed without formal acceptance by the COR.

E-1.3 All deliverables produced under the resulting task order shall meet applicable standards, quality acceptance criteria, and will be accepted or rejected, in writing, by the COR within twenty (20) days of receipt unless a different period is specified.

E-1.4 The COR is accepting authority. Failure by the Government to give written notice within twenty (20) days will constitute acceptance by the Government. If rejected, the Government will list the deficiencies in a letter of rejection to the contractor.

E-1.5 Task order deficiencies shall be corrected within a time period agreed upon between the COR and the Contractor. The deliverable will not be considered as having been accepted until such task order deficiencies have been corrected. Deficiencies in deliverables shall be corrected at no additional cost to the Government. If a time cannot be mutually agree upon between parties, the Contracting Officer reserves the right to unilaterally establish a date for delivery.

The following FAR clause is hereby incorporated by reference into this task order:

FAR 52.246-4, "Inspection of Services -- Fixed Price" (AUG 1996).



SOLICITATION NO. M6785417R3020	AMENDMENT NO. 0001	PAGE 22 of 50	FINAL
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## SECTION F DELIVERABLES OR PERFORMANCE

### CLIN - DELIVERIES OR PERFORMANCE

The periods of performance for the following Items are as follows:

8000AA	9/30/2017 - 6/29/2018
8001AA	9/30/2017 - 6/29/2018
8002AA	9/30/2017 - 6/29/2018
9000AA	9/30/2017 - 6/29/2018
9100AA	9/30/2017 - 6/29/2018

The periods of performance for the following Option Items are as follows:

8000AB	6/30/2018 - 6/29/2019
8000AC	6/30/2019 - 6/29/2020
8000AD	6/30/2020 - 6/29/2021
8000AE	6/30/2021 - 6/29/2022
8001AB	6/30/2018 - 6/29/2019
8001AC	6/30/2019 - 6/29/2020
8001AD	6/30/2020 - 6/29/2021
8001AE	6/30/2021 - 6/29/2022
8002AB	6/30/2018 - 6/29/2019
8002AC	6/30/2019 - 6/29/2020
8002AD	6/30/2020 - 6/29/2021
8002AE	6/30/2021 - 6/29/2022
9000AB	6/30/2018 - 6/29/2019
9000AC	6/30/2019 - 6/29/2020
9000AD	6/30/2020 - 6/29/2021
9000AE	6/30/2021 - 6/29/2022
9100AB	6/30/2018 - 6/29/2019
9100AC	6/30/2019 - 6/29/2020
9100AD	6/30/2020 - 6/29/2021
9100AE	6/30/2021 - 6/29/2022

Services to be performed hereunder will be provided at locations IAW the PWS.

SOLICITATION NO. M6785417R3020	AMENDMENT NO. 0001	PAGE 23 of 50	FINAL
-----------------------------------	-----------------------	------------------	-------

## SECTION G CONTRACT ADMINISTRATION DATA

### 252.232-7006 Wide Area WorkFlow Payment Instructions.

As prescribed in [232.7004](#)(b), use the following clause:

#### WIDE AREA WORKFLOW PAYMENT INSTRUCTIONS (MAY 2013)

(a) *Definitions.* As used in this clause—

“Department of Defense Activity Address Code (DoDAAC)” is a six position code that uniquely identifies a unit, activity, or organization.

“Document type” means the type of payment request or receiving report available for creation in Wide Area WorkFlow (WAWF).

“Local processing office (LPO)” is the office responsible for payment certification when payment certification is done external to the entitlement system.

(b) *Electronic invoicing.* The WAWF system is the method to electronically process vendor payment requests and receiving reports, as authorized by DFARS [252.232-7003](#), Electronic Submission of Payment Requests and Receiving Reports.

(c) *WAWF access.* To access WAWF, the Contractor shall—

(1) Have a designated electronic business point of contact in the System for Award Management at <https://www.acquisition.gov>; and

(2) Be registered to use WAWF at <https://wawf.eb.mil/> following the step-by-step procedures for self-registration available at this web site.

(d) *WAWF training.* The Contractor should follow the training instructions of the WAWF Web-Based Training Course and use the Practice Training Site before submitting payment requests through WAWF. Both can be accessed by selecting the “Web Based Training” link on the WAWF home page at <https://wawf.eb.mil/>

(e) *WAWF methods of document submission.* Document submissions may be via web entry, Electronic Data Interchange, or File Transfer Protocol.

(f) *WAWF payment instructions.* The Contractor must use the following information when submitting payment requests and receiving reports in WAWF for this contract/order:

(1) *Document type.* The Contractor shall use the following document type(s).

\_\_Invoice 2 in 1\_\_\_\_\_

(2) *Inspection/acceptance location.* The Contractor shall select the following inspection/acceptance location(s) in WAWF, as specified by the contracting officer.

\_\_Destination\_\_\_\_\_

(3) *Document routing.* The Contractor shall use the information in the Routing Data Table below only to fill in applicable fields in WAWF when creating payment requests and receiving reports in the system.

Routing Data Table\*

Field Name in WAWF	Data to be entered in WAWF
Pay Official DoDAAC	M67443
Issue By DoDAAC	M67854

SOLICITATION NO. M6785417R3020	AMENDMENT NO. 0001	PAGE 24 of 50	FINAL
-----------------------------------	-----------------------	------------------	-------

Admin DoDAAC	M67854
Inspect By DoDAAC	M67854
Ship To Code	
Ship From Code	
Mark For Code	
Service Approver (DoDAAC)	M67854
Service Acceptor (DoDAAC)	M67854
Accept at Other DoDAAC	
LPO DoDAAC	
DCAA Auditor DoDAAC	
Other DoDAAC(s)	

(4) *Payment request and supporting documentation.* The Contractor shall ensure a payment request includes appropriate contract line item and subline item descriptions of the work performed or supplies delivered, unit price/cost per unit, fee (if applicable), and all relevant back-up documentation, as defined in DFARS Appendix F, (e.g. timesheets) in support of each payment request.

(5) *WAWF email notifications.* The Contractor shall enter the e-mail address identified below in the “Send Additional Email Notifications” field of WAWF once a document is submitted in the system.

\_\_\_TBD\_\_\_\_\_

(Contracting Officer: Insert applicable email addresses or “Not applicable.”)

(g) *WAWF point of contact.*

(1) The Contractor may obtain clarification regarding invoicing in WAWF from the following contracting activity’s WAWF point of contact.

\_\_\_TBD\_\_\_\_\_

(Contracting Officer: Insert applicable information or “Not applicable.”)

(2) For technical WAWF help, contact the WAWF helpdesk at 866-618-5988.

(End of clause)

#### G.1 GOVERNMENT POINTS OF CONTACT:

Contracting Officer

Mr. Stephen L. Riffe

2200 Lester Street

Quantico, VA 22134

[Stephen.L.riffe@usmc.mil](mailto:Stephen.L.riffe@usmc.mil)

SOLICITATION NO. M6785417R3020	AMENDMENT NO. 0001	PAGE 25 of 50	FINAL
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Contract Specialist

Mr. Matthew Brown

2200 Lester Street

Quantico, VA 22134

[Matthew.s.brown2@usmc.mil](mailto:Matthew.s.brown2@usmc.mil)

Contracting Officer's Representative

TBD

## G.2 ACCOUNTING AND APPROPRIATION DATA

The applicable accounting and appropriation data will be established at time of contract award.

## G.3 AUTHORIZED CHANGES ONLY BY THE CONTRACTING OFFICER

(a) Except as specified in paragraph (b) below, no order, statement, or conduct of Government personnel who visit the Contractor's facility or in any manner communicates with Contractor personnel during the performance of this contract will constitute a change under the FAR clause 52.243-1, Changes, Fixed Price, of this contract.

(b) The contractor will not comply with any order, direction, request of Government personnel unless it is issued in writing and signed by the Contracting Officer, or is pursuant to specific authority otherwise included as part of this contract.

(c) The Contracting Officer is the only person authorized to approve changes in any of the requirements of the contract and notwithstanding provisions contained elsewhere in this contract, the said authority remains solely the Contracting Officer's. In the event the contractor effects any change at the direction of any person other than the Contracting Officer, the change will be considered to have been made without authority and no adjustment will be made in the contract prices to cover any increase in costs incurred as a result thereof.

## G.4 VISIT REQUESTS AND SECURITY REQUIREMENTS

DUE TO CONTINUED DEPARTMENT OF DEFENSE THREAT CONDITIONS, IF THE BELOW PROCESS IS NOT FOLLOWED, CONTRACTORS WILL NOT BE PERMITTED ACCESS TO ANY GOVERNMENT FACILITIES.

(a) All visit requests must be provided via email (scanned in adobe format) to the Contracting Officer's Representative at least five days prior to a scheduled visit.

(b) All visit requests shall be on company letterhead that includes: the purpose of the visit-Site Visit for the Marine Corps Training and Education Command contract M67854-17-R-3020 and sites to be visited; visitor's Date of Birth (DOB) and security clearance level (if applicable), and what days/dates the visitors will be attending the site. Individuals must have two forms of picture identification (ID). The picture IDs MUST match the name on the visit request letter.

## G.5 COMMON ACCESS CARD (CAC) REQUIREMENT

The COR will identify and approve those contractor employees performing on this contract that require Common Access Cards (CACs) in order to perform their job function. In accordance with Headquarters, United States Marine Corps issued guidance relative to Homeland Security Presidential Directive – 12 (HSPD-12), all personnel must meet eligibility criteria to be issued a CAC. In order to meet the eligibility criteria, contractor employees requiring a CAC, must obtain and maintain a favorably adjudicated Personnel Security Investigation (PSI.) Prior to the Government's authorizing a CAC, the employee's JPAS record must indicate a completed and favorably adjudicated

SOLICITATION NO. M6785417R3020	AMENDMENT NO. 0001	PAGE 26 of 50	FINAL
-----------------------------------	-----------------------	------------------	-------

PSI or (at a minimum) that a PSI has been submitted and accepted (opened.) The minimum acceptable investigation is Tier 1 (T1). If a contractor employee's open investigation closes and is not favorably adjudicated, the CAC must be immediately retrieved and revoked. Facility Security Officers (FSOs) are responsible for notifying the MCSC Security Director if any contractor performing on this contract receives an unfavorable adjudication after being issued a CAC. The FSO must also notify the MCSC Security Director of any adverse/derogatory information associated with the 13 Adjudicative Guidelines/Factors concerning any contractor issued a CAC, regardless of whether a JPAS Incident Report is submitted.

Each CAC is issued with a "ctr.usmc.mil" e-mail account that the individual contractor is responsible to keep active by logging in on a regular basis (at least twice a month), sending an e-mail and clearing any unneeded e-mails. Contractors **are prohibited** from "auto-forwarding" their .mil e-mail account to an account under a different domain. If the ctr.usmc.mil e-mail account is not kept active, the G-6 will deactivate the account and CAC will lose its functionality.

Common Access Cards (CACs) will only be issued to those contractors supporting this contract that have been authorized by the COR. The COR will only authorize CACs for those contractors that meet current Homeland Security Presidential Directive – 12 (HSPD-12) criteria and have a definitive requirement. If a contractor loses their eligibility for a CAC due to an adverse adjudicative decision, they have also lost their eligibility to perform on MCSC contracts. CACs are not issued for convenience.

#### G.6 PAYMENT: LINE ITEM SPECIFIC: SEQUENTIAL ACRN ORDER

The payment office shall make payment in sequential ACRN order within the line item, exhausting all funds in the previous ACRN before paying from the next ACRN using the following sequential order: Alpha/Alpha; Alpha/Numeric; Numeric/Alpha; and Numeric/Numeric.

SOLICITATION NO. M6785417R3020	AMENDMENT NO. 0001	PAGE 27 of 50	FINAL
-----------------------------------	-----------------------	------------------	-------

## **SECTION H SPECIAL CONTRACT REQUIREMENTS**

Reserved.

SOLICITATION NO. M6785417R3020	AMENDMENT NO. 0001	PAGE 28 of 50	FINAL
-----------------------------------	-----------------------	------------------	-------

## SECTION I CONTRACT CLAUSES

### 52.204-14 – Service Contract Reporting Requirements.

As prescribed in [4.1705\(a\)](#), insert the following clause:

#### **Service Contract Reporting Requirements (Oct 2016)**

(a) *Definition.*

“First-tier subcontract” means a subcontract awarded directly by the Contractor for the purpose of acquiring supplies or services (including construction) for performance of a prime contract. It does not include the Contractor’s supplier agreements with vendors, such as long-term arrangements for materials or supplies that benefit multiple contracts and/or the costs of which are normally applied to a Contractor’s general and administrative expenses or indirect costs.

(b) The Contractor shall report, in accordance with paragraphs (c) and (d) of this clause, annually by October 31, for services performed under this contract during the preceding Government fiscal year (October 1-September 30).

(c) The Contractor shall report the following information:

- (1) Contract number and, as applicable, order number.
- (2) The total dollar amount invoiced for services performed during the previous Government fiscal year under the contract.
- (3) The number of Contractor direct labor hours expended on the services performed during the previous Government fiscal year.
- (4) Data reported by subcontractors under paragraph (f) of this clause.

(d) The information required in paragraph (c) of this clause shall be submitted via the internet at [www.sam.gov](http://www.sam.gov). (See SAM User Guide). If the Contractor fails to submit the report in a timely manner, the contracting officer will exercise appropriate contractual remedies. In addition, the Contracting Officer will make the Contractor’s failure to comply with the reporting requirements a part of the Contractor’s performance information under FAR subpart 42.15.

(e) Agencies will review Contractor reported information for reasonableness and consistency with available contract information. In the event the agency believes that revisions to the Contractor reported information are warranted, the agency will notify the Contractor no later than November 15. By November 30, the Contractor shall revise the report or document its rationale for the agency.

(f)

(1) The Contractor shall require each first-tier subcontractor providing services under this contract, with subcontract(s) each valued at or above the thresholds set forth in 4.1703(a)(2), to provide the following detailed information to the Contractor in sufficient time to submit the report:

- (i) Subcontract number (including subcontractor name and unique entity identifier); and
- (ii) The number of first-tier subcontractor direct-labor hours expended on the services performed during the previous Government fiscal year.

(2) The Contractor shall advise the subcontractor that the information will be made available to the public as required by section 743 of Division C of the Consolidated Appropriations Act, 2010.

(End of clause)

SOLICITATION NO. M6785417R3020	AMENDMENT NO. 0001	PAGE 29 of 50	FINAL
-----------------------------------	-----------------------	------------------	-------

(a) The Government may extend the term of this contract by written notice to the Contractor within 30 days prior to completion of the base period; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed fifty-seven months.

#### **52.222-42 Statement of Equivalent Rates for Federal Hires.**

As prescribed in [22.1006](#)(b), insert the following clause:

##### **Statement of Equivalent Rates for Federal Hires (May 2014)**

In compliance with the Service Contract Labor Standards statute and the regulations of the Secretary of Labor (29 CFR part 4), this clause identifies the classes of service employees expected to be employed under the contract and states the wages and fringe benefits payable to each if they were employed by the contracting agency subject to the provisions of [5 U.S.C. 5341](#) or [5332](#).

This Statement is for Information Only:

Training and Development Specialist

Logistician

Management Analyst

#### **252.204-7008 Compliance with Safeguarding Covered Defense Information Controls.**

As prescribed in [204.7304](#)(a), use the following provision:

##### **COMPLIANCE WITH SAFEGUARDING COVERED DEFENSE INFORMATION CONTROLS (OCT 2016)**

(a) *Definitions.* As used in this provision—

“Controlled technical information,” “covered contractor information system,” “covered defense information,” “cyber incident,” “information system,” and “technical information” are defined in clause [252.204-7012](#), Safeguarding Covered Defense Information and Cyber Incident Reporting.

(b) The security requirements required by contract clause [252.204-7012](#), shall be implemented for all covered defense information on all covered contractor information systems that support the performance of this contract.

(c) For covered contractor information systems that are not part of an information technology service or system operated on behalf of the Government (see [252.204-7012](#)(b)(2))—

(1) By submission of this offer, the Offeror represents that it will implement the security requirements specified by National Institute of Standards and Technology (NIST) Special Publication (SP) 800-171 “Protecting Controlled Unclassified Information in Nonfederal Information Systems and Organizations” (see <http://dx.doi.org/10.6028/NIST.SP.800-171>) that are in effect at the time the solicitation is issued or as authorized by the contracting officer not later than December 31, 2017.

(2)(i) If the Offeror proposes to vary from any of the security requirements specified by NIST SP 800-171 that are in effect at the time the solicitation is issued or as authorized by the Contracting Officer, the Offeror shall submit to the Contracting Officer, for consideration by the DoD Chief Information Officer (CIO), a written explanation of—

(A) Why a particular security requirement is not applicable; or

(B) How an alternative but equally effective, security measure is used to compensate for the inability



SOLICITATION NO. M6785417R3020	AMENDMENT NO. 0001	PAGE 30 of 50	FINAL
-----------------------------------	-----------------------	------------------	-------

to satisfy a particular requirement and achieve equivalent protection.

(ii) An authorized representative of the DoD CIO will adjudicate offeror requests to vary from NIST SP 800-171 requirements in writing prior to contract award. Any accepted variance from NIST SP 800-171 shall be incorporated into the resulting contract.

(End of provision)

## **252.225-7040 Contractor Personnel Supporting U.S. Armed Forces Deployed Outside the United States.**

As prescribed in [225.371-5\(a\)](#), use the following clause:

### **CONTRACTOR PERSONNEL SUPPORTING U.S. ARMED FORCES DEPLOYED OUTSIDE THE UNITED STATES (OCT 2015)**

(a) *Definitions.* As used in this clause—

“Combatant Commander” means the commander of a unified or specified combatant command established in accordance with 10 U.S.C. 161.

“Contractors authorized to accompany the Force,” or “CAAF,” means contractor personnel, including all tiers of subcontractor personnel, who are authorized to accompany U.S. Armed Forces in applicable operations and have been afforded CAAF status through a letter of authorization. CAAF generally include all U.S. citizen n and third-country national employees not normally residing within the operational area whose area of performance is in the direct vicinity of U.S. Armed Forces and who routinely are collocated with the U.S. Armed Forces (especially in non-permissive environments). Personnel collocated with U.S. Armed Forces shall be afforded CAAF status through a letter of authorization. In some cases, Combatant Commander subordinate commanders may designate mission-essential host nation or local national contractor employees (e.g., interpreters) as CAAF. CAAF includes contractors previously identified as contractors deploying with the U.S. Armed Forces. CAAF status does not apply to contractor personnel in support of applicable operations within the boundaries and territories of the United States.

“Designated operational area” means a geographic area designated by the combatant commander or subordinate joint force commander for the conduct or support of specified military operations.

“Designated reception site” means the designated place for the reception, staging, integration, and onward movement of contractors deploying during a contingency. The designated reception site includes assigned joint reception centers and other Service or private reception sites.

“Law of war” means that part of international law that regulates the conduct of armed hostilities. The law of war encompasses all international law for the conduct of hostilities binding on the United States or its individual citizens, including treaties and international agreements to which the United States is a party, and applicable customary international law.

“Non-CAAF” means personnel who are not designated as CAAF, such as local national (LN) employees and non-LN employees who are permanent residents in the operational area or third-country nationals not routinely residing with U.S. Armed Forces (and third-country national expatriates who are permanent residents in the operational area) who perform support functions away from the close proximity of, and do not reside with, U.S. Armed Forces. Government-furnished support to non-CAAF is typically limited to force protection, emergency medical care, and basic human needs (e.g., bottled water, latrine facilities, security, and food when necessary) when performing their jobs in the direct vicinity of U.S. Armed Forces. Non-CAAF status does not apply to contractor personnel in support of applicable operations within the boundaries and territories of the United States.

“Subordinate joint force commander” means a sub-unified commander or joint task force commander.

(b) *General.*

(1) This clause applies to both CAAF and non-CAAF when performing in a designated operational area outside the United States to support U.S. Armed Forces deployed outside the United States in—

(i) Contingency operations;

SOLICITATION NO. M6785417R3020	AMENDMENT NO. 0001	PAGE 31 of 50	FINAL
-----------------------------------	-----------------------	------------------	-------

(ii) Peace operations, consistent with Joint Publication 3-07.3; or

(iii) Other military operations or military exercises, when designated by the Combatant Commander or as directed by the Secretary of Defense.

(2) Contract performance in support of U.S. Armed Forces deployed outside the United States may require work in dangerous or austere conditions. Except as otherwise provided in the contract, the Contractor accepts the risks associated with required contract performance in such operations.

(3) When authorized in accordance with paragraph (j) of this clause to carry arms for personal protection, Contractor personnel are only authorized to use force for individual self-defense.

(4) Unless immune from host nation jurisdiction by virtue of an international agreement or international law, inappropriate use of force by contractor personnel supporting the U.S. Armed Forces can subject such personnel to United States or host nation prosecution and civil liability (see paragraphs (d) and (j)(3) of this clause).

(5) Service performed by Contractor personnel subject to this clause is not active duty or service under 38 U.S.C. 106 note.

*(c) Support.*

(1)(i) The Combatant Commander will develop a security plan for protection of Contractor personnel in locations where there is not sufficient or legitimate civil authority, when the Combatant Commander decides it is in the interests of the Government to provide security because—

(A) The Contractor cannot obtain effective security services;

(B) Effective security services are unavailable at a reasonable cost; or

(C) Threat conditions necessitate security through military means.

(ii) In appropriate cases, the Combatant Commander may provide security through military means, commensurate with the level of security provided DoD civilians.

(2)(i) Generally, CAAF will be afforded emergency medical and dental care if injured while supporting applicable operations. Additionally, non-CAAF employees who are injured while in the vicinity of U. S. Armed Forces will normally receive emergency medical and dental care. Emergency medical and dental care includes medical care situations in which life, limb, or eyesight is jeopardized. Examples of emergency medical and dental care include examination and initial treatment of victims of sexual assault; refills of prescriptions for life-dependent drugs; repair of broken bones, lacerations, infections; and traumatic injuries to the dentition. Hospitalization will be limited to stabilization and short-term medical treatment with an emphasis on return to duty or placement in the patient movement system.

(ii) When the Government provides medical treatment or transportation of Contractor personnel to a selected civilian facility, the Contractor shall ensure that the Government is reimbursed for any costs associated with such treatment or transportation.

(iii) Medical or dental care beyond this standard is not authorized.

(3) Contractor personnel must have a Synchronized Predeployment and Operational Tracker (SPOT)-generated letter of authorization signed by the Contracting Officer in order to process through a deployment center or to travel to, from, or within the designated operational area. The letter of authorization also will identify any additional authorizations, privileges, or Government support that Contractor personnel are entitled to under this contract. Contractor personnel who are issued a letter of authorization shall carry it with them at all times while deployed.

(4) Unless specified elsewhere in this contract, the Contractor is responsible for all other support required for its personnel engaged in the designated operational area under this contract.

*(d) Compliance with laws and regulations.*

(1) The Contractor shall comply with, and shall ensure that its personnel supporting U.S. Armed Forces deployed

SOLICITATION NO. M6785417R3020	AMENDMENT NO. 0001	PAGE 32 of 50	FINAL
-----------------------------------	-----------------------	------------------	-------

outside the United States as specified in paragraph (b)(1) of this clause are familiar with and comply with, all applicable—

(i) United States, host country, and third country national laws;

(ii) Provisions of the law of war, as well as any other applicable treaties and international agreements;

(iii) United States regulations, directives, instructions, policies, and procedures; and

(iv) Orders, directives, and instructions issued by the Combatant Commander, including those relating to force protection, security, health, safety, or relations and interaction with local nationals.

(2) The Contractor shall institute and implement an effective program to prevent violations of the law of war by its employees and subcontractors, including law of war training in accordance with paragraph (e)(1)(vii) of this clause.

(3) The Contractor shall ensure that CAAF and non-CAAF are aware—

(i) Of the DoD definition of “sexual assault” in DoD Directive 6495.01, Sexual Assault Prevention and Response Program;

(ii) That the offenses addressed by the definition are covered under the Uniform Code of Military Justice (see paragraph (e)(2)(iv) of this clause). Other sexual misconduct may constitute offenses under the Uniform Code of Military Justice, Federal law, such as the Military Extraterritorial Jurisdiction Act, or host nation laws; and

(iii) That the offenses not covered by the Uniform Code of Military Justice may nevertheless have consequences to the contractor employees (see paragraph (h)(1) of this clause).

(4) The Contractor shall report to the appropriate investigative authorities, identified in paragraph (d)(6) of this clause, any alleged offenses under—

(i) The Uniform Code of Military Justice (chapter 47 of title 10, United States Code) (applicable to contractors serving with or accompanying an armed force in the field during a declared war or contingency operations); or

(ii) The Military Extraterritorial Jurisdiction Act (chapter 212 of title 18, United States Code).

(5) The Contractor shall provide to all contractor personnel who will perform work on a contract in the deployed area, before beginning such work, information on the following:

(i) How and where to report an alleged crime described in paragraph (d)(4) of this clause.

(ii) Where to seek victim and witness protection and assistance available to contractor personnel in connection with an alleged offense described in paragraph (d)(4) of this clause.

(iii) That this section does not create any rights or privileges that are not authorized by law or DoD policy.

(6) The appropriate investigative authorities to which suspected crimes shall be reported include the following—

(i) US Army Criminal Investigation Command at <http://www.cid.army.mil/reportacrime.html>;

(ii) Air Force Office of Special Investigations at <http://www.osi.andrews.af.mil/library/factsheets/factsheet.asp?id=14522>;

(iii) Navy Criminal Investigative Service at <http://www.ncis.navy.mil/Pages/publicdefault.aspx>;

(iv) Defense Criminal Investigative Service at <http://www.dodig.mil/HOTLINE/index.html>;

(v) To any command of any supported military element or the command of any base.

(7) Personnel seeking whistleblower protection from reprisals for reporting criminal acts shall seek guidance through the DoD Inspector General hotline at 800-424-9098 or [www.dodig.mil/HOTLINE/index.html](http://www.dodig.mil/HOTLINE/index.html). Personnel seeking other forms of victim or witness protections should contact the nearest military law enforcement office.

SOLICITATION NO. M6785417R3020	AMENDMENT NO. 0001	PAGE 33 of 50	FINAL
-----------------------------------	-----------------------	------------------	-------

(8)(i) The Contractor shall ensure that Contractor employees supporting the U.S. Armed Forces are aware of their rights to—

(A) Hold their own identity or immigration documents, such as passport or driver's license, regardless of the documents' issuing authority;

(B) Receive agreed upon wages on time;

(C) Take lunch and work-breaks;

(D) Elect to terminate employment at any time;

(E) Identify grievances without fear of reprisal;

(F) Have a copy of their employment contract in a language they understand;

(G) Receive wages that are not below the legal host-country minimum wage;

(H) Be notified of their rights, wages, and prohibited activities prior to signing their employment contract; and

(I) If housing is provided, live in housing that meets host-country housing and safety standards.

(ii) The Contractor shall post these rights in employee work spaces in English and in any foreign language(s) spoken by a significant portion of the workforce.

(iii) The Contractor shall enforce the rights of Contractor personnel supporting the U.S. Armed Forces.

(e) *Preliminary personnel requirements.*

(1) The Contractor shall ensure that the following requirements are met prior to deploying CAAF (specific requirements for each category will be specified in the statement of work or elsewhere in the contract):

(i) All required security and background checks are complete and acceptable.

(ii) All CAAF deploying in support of an applicable operation—

(A) Are medically, dentally, and psychologically fit for deployment and performance of their contracted duties;

(B) Meet the minimum medical screening requirements, including theater-specific medical qualifications as established by the geographic Combatant Commander (as posted to the Geographic Combatant Commander's website or other venue); and

(C) Have received all required immunizations as specified in the contract.

(1) During predeployment processing, the Government will provide, at no cost to the Contractor, any military-specific immunizations and/or medications not available to the general public.

(2) All other immunizations shall be obtained prior to arrival at the deployment center.

(3) All CAAF and selected non-CAAF, as specified in the statement of work, shall bring to the designated operational area a copy of the U.S. Centers for Disease Control and Prevention (CDC) Form 731, International Certificate of Vaccination or Prophylaxis as Approved by the World Health Organization, (also known as "shot record" or "Yellow Card") that shows vaccinations are current.

(iii) Deploying personnel have all necessary passports, visas, and other documents required to enter and exit a designated operational area and have a Geneva Conventions identification card, or other appropriate DoD identity credential, from the deployment center.

(iv) Special area, country, and theater clearance is obtained for all personnel deploying. Clearance requirements are in DoD Directive 4500.54E, DoD Foreign Clearance Program. For this purpose, CAAF are considered non-DoD contractor personnel traveling under DoD sponsorship.

SOLICITATION NO. M6785417R3020	AMENDMENT NO. 0001	PAGE 34 of 50	FINAL
-----------------------------------	-----------------------	------------------	-------

(v) All deploying personnel have received personal security training. At a minimum, the training shall—

(A) Cover safety and security issues facing employees overseas;

(B) Identify safety and security contingency planning activities; and

(C) Identify ways to utilize safety and security personnel and other resources appropriately.

(vi) All personnel have received isolated personnel training, if specified in the contract, in accordance with DoD Instruction 1300.23, Isolated Personnel Training for DoD Civilian and Contractors.

(vii) Personnel have received law of war training as follows:

(A) Basic training is required for all CAAF. The basic training will be provided through—

(1) A military-run training center; or

(2) A web-based source, if specified in the contract or approved by the Contracting Officer.

(B) Advanced training, commensurate with their duties and responsibilities, may be required for some Contractor personnel as specified in the contract.

(2) The Contractor shall notify all personnel who are not a host country national, or who are not ordinarily resident in the host country, that—

(i) Such employees, and dependents residing with such employees, who engage in conduct outside the United States that would constitute an offense punishable by imprisonment for more than one year if the conduct had been engaged in within the special maritime and territorial jurisdiction of the United States, may potentially be subject to the criminal jurisdiction of the United States in accordance with the Military Extraterritorial Jurisdiction Act of 2000 (18 U.S.C. 3621, *et seq.*);

(ii) Pursuant to the War Crimes Act (18 U.S.C. 2441), Federal criminal jurisdiction also extends to conduct that is determined to constitute a war crime when committed by a civilian national of the United States;

(iii) Other laws may provide for prosecution of U.S. nationals who commit offenses on the premises of U.S. diplomatic, consular, military or other U.S. Government missions outside the United States (18 U.S.C. 7(9)); and

(iv) In time of declared war or a contingency operation, CAAF are subject to the jurisdiction of the Uniform Code of Military Justice under 10 U.S.C. 802(a)(10).

(v) Such employees are required to report offenses alleged to have been committed by or against Contractor personnel to appropriate investigative authorities.

(vi) Such employees will be provided victim and witness protection and assistance.

(f) *Processing and departure points.* CAAF shall—

(1) Process through the deployment center designated in the contract, or as otherwise directed by the Contracting Officer, prior to deploying. The deployment center will conduct deployment processing to ensure visibility and accountability of Contractor personnel and to ensure that all deployment requirements are met, including the requirements specified in paragraph (e)(1) of this clause;

(2) Use the point of departure and transportation mode directed by the Contracting Officer; and

(3) Process through a designated reception site (DRS) upon arrival at the deployed location. The DRS will validate personnel accountability, ensure that specific designated operational area entrance requirements are met, and brief Contractor personnel on theater-specific policies and procedures.

(g) *Personnel data.*

(1) The Contractor shall use the Synchronized Predeployment and Operational Tracker (SPOT) web-based system, to enter and maintain the data for all CAAF and, as designated by USD(AT&L) or the Combatant Commander,

SOLICITATION NO. M6785417R3020	AMENDMENT NO. 0001	PAGE 35 of 50	FINAL
-----------------------------------	-----------------------	------------------	-------

non-CAAF supporting U.S. Armed Forces deployed outside the United States as specified in paragraph (b)(1) of this clause.

(2) The Contractor shall enter the required information about their contractor personnel prior to deployment and shall continue to use the SPOT web-based system at <https://spot.dmdc.mil> to maintain accurate, up-to-date information throughout the deployment for all Contractor personnel. Changes to status of individual Contractor personnel relating to their in-theater arrival date and their duty location, to include closing out the deployment with their proper status (e.g., mission complete, killed, wounded) shall be annotated within the SPOT database in accordance with the timelines established in the SPOT Business Rules at [http://www.acq.osd.mil/log/PS/ctr\\_mgt\\_accountability.html](http://www.acq.osd.mil/log/PS/ctr_mgt_accountability.html).

(h) *Contractor personnel.*

(1) The Contracting Officer may direct the Contractor, at its own expense, to remove and replace any Contractor personnel who jeopardize or interfere with mission accomplishment or who fail to comply with or violate applicable requirements of this contract. Such action may be taken at the Government's discretion without prejudice to its rights under any other provision of this contract, including the Termination for Default clause.

(2) The Contractor shall identify all personnel who occupy a position designated as mission essential and ensure the continuity of essential Contractor services during designated operations, unless, after consultation with the Contracting Officer, Contracting Officer's representative, or local commander, the Contracting Officer directs withdrawal due to security conditions.

(3) The Contractor shall ensure that Contractor personnel follow the guidance at paragraph (e)(2)(v) of this clause and any specific Combatant Commander guidance on reporting offenses alleged to have been committed by or against Contractor personnel to appropriate investigative authorities.

(4) Contractor personnel shall return all U.S. Government-issued identification, to include the Common Access Card, to appropriate U.S. Government authorities at the end of their deployment (or, for non-CAAF, at the end of their employment under this contract).

(i) *Military clothing and protective equipment.*

(1) Contractor personnel are prohibited from wearing military clothing unless specifically authorized in writing by the Combatant Commander. If authorized to wear military clothing, Contractor personnel must—

(i) Wear distinctive patches, arm bands, nametags, or headgear, in order to be distinguishable from military personnel, consistent with force protection measures; and

(ii) Carry the written authorization with them at all times.

(2) Contractor personnel may wear military-unique organizational clothing and individual equipment (OCIE) required for safety and security, such as ballistic, nuclear, biological, or chemical protective equipment.

(3) The deployment center, or the Combatant Commander, shall issue OCIE and shall provide training, if necessary, to ensure the safety and security of Contractor personnel.

(4) The Contractor shall ensure that all issued OCIE is returned to the point of issue, unless otherwise directed by the Contracting Officer.

(j) *Weapons.*

(1) If the Contractor requests that its personnel performing in the designated operational area be authorized to carry weapons for individual self-defense, the request shall be made through the Contracting Officer to the Combatant Commander, in accordance with DoD Instruction 3020.41, Operational Contractor Support. The Combatant Commander will determine whether to authorize in-theater Contractor personnel to carry weapons and what weapons and ammunition will be allowed.

(2) If Contractor personnel are authorized to carry weapons in accordance with paragraph (j)(1) of this clause, the Contracting Officer will notify the Contractor what weapons and ammunition are authorized.

SOLICITATION NO. M6785417R3020	AMENDMENT NO. 0001	PAGE 36 of 50	FINAL
-----------------------------------	-----------------------	------------------	-------

(3) The Contractor shall ensure that its personnel who are authorized to carry weapons—

(i) Are adequately trained to carry and use them—

(A) Safely;

(B) With full understanding of, and adherence to, the rules of the use of force issued by the Combatant Commander; and

(C) In compliance with applicable agency policies, agreements, rules, regulations, and other applicable law;

(ii) Are not barred from possession of a firearm by 18 U.S.C. 922;

(iii) Adhere to all guidance and orders issued by the Combatant Commander regarding possession, use, safety, and accountability of weapons and ammunition;

(iv) Comply with applicable Combatant Commander and local commander force-protection policies; and

(v) Understand that the inappropriate use of force could subject them to U.S. or host-nation prosecution and civil liability.

(4) Whether or not weapons are Government-furnished, all liability for the use of any weapon by Contractor personnel rests solely with the Contractor and the Contractor employee using such weapon.

(5) Upon redeployment or revocation by the Combatant Commander of the Contractor's authorization to issue firearms, the Contractor shall ensure that all Government-issued weapons and unexpended ammunition are returned as directed by the Contracting Officer.

(k) *Vehicle or equipment licenses.* Contractor personnel shall possess the required licenses to operate all vehicles or equipment necessary to perform the contract in the designated operational area.

(l) *Purchase of scarce goods and services.* If the Combatant Commander has established an organization for the designated operational area whose function is to determine that certain items are scarce goods or services, the Contractor shall coordinate with that organization local purchases of goods and services designated as scarce, in accordance with instructions provided by the Contracting Officer.

(m) *Evacuation.*

(1) If the Combatant Commander orders a mandatory evacuation of some or all personnel, the Government will provide assistance, to the extent available, to United States and third country national Contractor personnel.

(2) In the event of a non-mandatory evacuation order, unless authorized in writing by the Contracting Officer, the Contractor shall maintain personnel on location sufficient to meet obligations under this contract.

(n) *Next of kin notification and personnel recovery.*

(1) The Contractor shall be responsible for notification of the employee-designated next of kin in the event an employee dies, requires evacuation due to an injury, or is isolated, missing, detained, captured, or abducted.

(2) In the case of isolated, missing, detained, captured, or abducted Contractor personnel, the Government will assist in personnel recovery actions in accordance with DoD Directive 3002.01E, Personnel Recovery in the Department of Defense.

(o) *Mortuary affairs.* Contractor personnel who die while in support of the U.S. Armed Forces shall be covered by the DoD mortuary affairs program as described in DoD Directive 1300.22, Mortuary Affairs Policy, and DoD Instruction 3020.41, Operational Contractor Support.

(p) *Changes.* In addition to the changes otherwise authorized by the Changes clause of this contract, the Contracting Officer may, at any time, by written order identified as a change order, make changes in the place of performance or Government-furnished facilities, equipment, material, services, or site. Any change order issued in accordance with this paragraph (p) shall be subject to the provisions of the Changes clause of this contract.

SOLICITATION NO. M6785417R3020	AMENDMENT NO. 0001	PAGE 37 of 50	FINAL
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(q) *Subcontracts*. The Contractor shall incorporate the substance of this clause, including this paragraph (q), in all subcontracts when subcontractor personnel are supporting U.S. Armed Forces deployed outside the United States in —

(1) Contingency operations;

(2) Peace operations consistent with Joint Publication 3-07.3; or

(3) Other military operations or military exercises, when designated by the Combatant Commander or as directed by the Secretary of Defense.

(End of clause)

The following clauses are being incorporated by reference:

**52.222-41 Service Contract Labor Standards.**

**52.222-43 Fair Labor Standards Act and Service Contract Labor Standards—Price Adjustment (Multiple Year and Option Contracts).**

**52.222-44 Fair Labor Standards Act and Service Contract Labor Standards—Price Adjustment**

**52.245-1 -- Government Property.**

**252.225-7043 Antiterrorism/Force Protection Policy for Defense Contractors Outside the United States**

**252.227-7015 Technical Data—Commercial Items.**

**252.227-7013 Rights in Technical Data--Noncommercial Items.**

**252.227-7027 Deferred Ordering of Technical Data or Computer Software.**

**252.227-7030 Technical Data--Withholding of Payment.**

**252.227-7037 Validation of Restrictive Markings on Technical Data.**

**252.237-7019 Training for Contractor Personnel Interacting with Detainees**



SOLICITATION NO. M6785417R3020	AMENDMENT NO. 0001	PAGE 38 of 50	FINAL
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## SECTION J LIST OF ATTACHMENTS

Attachment 2 - TSC QASP w/ PRS

Attachment 3 - Draft DD254

Attachment 4 - CDRL A001 Health and Safety Plan

Attachment 5 - CDRL B001 Monthly Status Report

Attachment 6 - CDRL B002 Meeting Minutes and Metrics

Attachment 7 - CDRL B003 Force Generation and Service Training Reports

Attachment 8 - MCO 1553.3B UTM

Attachment 9 - MCO 3501.1D MCCRE Order

Attachment 10 - MCO 3502.6A Force Generation

Attachment 11- MCO 3504.1 MCCLLS Program

Attachment 12- MCO P3500.72A USMC Ground T and R Program

Attachment 13 - MCO 3500 11F MAGTF TP

Attachment 14 - MCTL 2.0 Apr 2017

Attachment 15 - MCTP 8-10A UTM Guide

Attachment 16 - MCWP 5-1 MCPP

Attachment 17 - NAVMC 1553.1A SAT Handbook

Attachment 18 - NAVMC 3500.14C\_1 Aviation T and R Part 1

Attachment 19 - NAVMC 3500.14C\_2 Aviation T and R Part 2

Attachment 20 - TECOMO 5510.2A Foreign Disclosure

Attachment 21 - Honolulu Wage Determination

Attachment 22 - Onslow Wage Determination

Attachment 23 - Prince William Wage Determination

Attachment 24 - San Bernardino Wage Determination

Attachment 25 - San Diego Wage Determination

Attachment 1 - Pricing Workbook

SOLICITATION NO. M6785417R3020	AMENDMENT NO. 0001	PAGE 39 of 50	FINAL
-----------------------------------	-----------------------	------------------	-------

## **SECTION K REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS OF OFFERORS**

The requirement for Annual Representation and Certifications at 52.204-8 applies at the basic multiple award contract (MAC) level for each Offeror. Offerors are not required to submit representation or certifications in response to this solicitation or its subsequent Task Order award, if any. All requests for representation or rerepresentation shall come from the MAC Contracting Officer in accordance with the terms of the basic contract.

The Ordering Officer will consider quoter's size/socioeconomic status as defined within the SeaPort-e portal at the following web address:

<https://auction.seaport.navy.mil/Bid/PPContractListing.aspx>

SOLICITATION NO. M6785417R3020	AMENDMENT NO. 0001	PAGE 40 of 50	FINAL
-----------------------------------	-----------------------	------------------	-------

## SECTION L INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS

### Section L - Instructions, Conditions and Notices to Bidders

## SECTION L INSTRUCTIONS, CONDITIONS AND NOTICES TO OFFERORS

### L.1 GENERAL INSTRUCTIONS.

- a. This Task Order is reserved for only those contractors, which have {Southwest Zone 6} identified in section B of the MAC contract. Proposals from other contractors will not be considered. Offerors shall not submit more than one (1) offer in response to this solicitation.
- b. A concise and comprehensive proposal is required. Organization, clarity, accuracy of information, relevance, and completeness are of prime importance. The proposal shall be complete and clear in all respects without the need for additional explanation or information. The proposal shall provide sufficient detail and scope to permit the Government to evaluate it with respect to the evaluation factors specified in Section M of this solicitation.
- c. Unnecessarily elaborate proposals beyond that sufficient to present a complete and effective proposal are not desired. Offerors shall confine their submission to essential matters, sufficient to define their offer, and provide an adequate basis for evaluation. Likewise, **Offerors are cautioned against general, vague, or unsubstantiated statements which prevent or render difficult the Government's evaluation of the proposal. Statements such as "we understand," "will comply," "standard procedures will be used" or "noted and understood" without supporting narrative to define compliance are generally insufficient responses. Moreover, the Government will generally not assume that an Offeror possesses a capability, understanding, or commitment that is not specifically delineated and supported in its respective proposal.** A concise and comprehensive proposal is required.
- d. In addition, any proposal that is evaluated to be unrealistic in terms of program commitments, including contract terms and conditions, such that the proposal is deemed to reflect an inherent lack of competence or failure to comprehend the complexity and requirements of the program, may be rated as unacceptable. Proposals should not merely restate the RFP requirements and must contain a complete technical approach to meet the requirements of the PWS.
- e. Offerors must carefully read, understand, and provide all the information requested in Section L. If there are questions concerning Section L, request clarification from the Contracting Officer in writing, in accordance with Section L.2. A proposal that fails in any respect to follow the instructions in Section L or to provide the data and information required in Section L may be deemed unacceptable for award.
- f. Offerors shall provide pricing for all Contract Line Item Numbers (CLINs) in Section B of this solicitation, except for the Travel and Contract Data Requirements List (CDRL) CLINs.
- g. The Offeror shall not include classified material in any proposal section.
- h. A ceiling on the number of pages in the proposal has been imposed, as indicated in the paragraphs below. In the event that an Offeror exceeds the maximum page limitations provided below, the Government will evaluate only the pages that comply with the maximum number prescribed (starting with page one and continuing until the maximum number is reached). The following will not be counted towards the proposal page limitations if they are not on the same page as the technical narrative: **Title page, table of contents, acronym list, glossary, PWS Requirements Matrix, OCI mitigation plan.**
- i. Proposals shall be valid for a minimum of 180 calendar days from the date of the proposal submission deadline.
- j. As prescribed by FAR 52.215-1, the Government may award on the basis of initial offers received without conducting discussions. Therefore, each proposal should contain the Offeror's best terms from a business and technical standpoint.

SOLICITATION NO. M6785417R3020	AMENDMENT NO. 0001	PAGE 41 of 50	FINAL
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k. All proposals for the TECOM Training Support Center (TSC) Support Services are due by **1400 Eastern Time 8 June 2017**. Proposals shall be submitted electronically through the SeaPort portal. In the event that the Offeror experiences technical connectivity errors, the Offeror shall comply with the instructions in Sect H.5 of the base contract. Offerors shall ensure that they begin the submission process with enough time to ensure completion by the submission deadline. Late proposals will be handled in accordance with FAR 52.215-1.

l. The estimated date of contract award is **30 September 2017**. The Government reserves the right to award sooner or later, if necessary. The Section F periods of performance will be unilaterally adjusted accordingly, upon contract award.

**m. VETS 4212 and EEO**

1) Equal Employment Opportunity (EEO) and VETS 4212 Pre-award Clearance Information. To expedite the Government's EEO pre-award clearance request process, the prime contractor shall include a list of all proposed subcontractors with a proposed subcontract value estimated at \$10 million or more, to include the following information: Name, address, individual's name/point of contact, and telephone number. The Government plans to request EEO clearances early in the evaluation process to avoid possible delays in making contract awards (page limit not applicable).

In addition, Offerors shall submit a copy of the confirmation of receipt notification (e-mail) for verification of successful submission of VETS 4212 report for the prime contractor and any subcontractor with a proposed subcontract value estimated at \$150,000 or more. If a contractor, for any reason, cannot produce a confirmation notification then they may contact the VETS-4212 Service Center to request a verification search to be performed.

Phone: (866) 237-0275

Email: VETS4212-customersupport@dol.gov

\*Please note that to perform a verification search the VETS-4212 Service Center will need one or a combination of the following information. Having all of the requested data elements will provide for a more detailed search.

Company Name

Company Address

Employer Identification Number (EIN)

DUNS Number

**L.2. QUESTIONS.**

Questions regarding the solicitation are due No Later Than (NLT) **1400 Eastern Time 22 May 2017** with the information provided in the below table identified clearly. Questions shall be submitted electronically via SeaPort. Please do not bundle multiple questions into one. The Government reserves the right not to answer all questions. Questions received after the above time and date may not be addressed. No questions will be answered via telephone. Government responses will be posted electronically via SeaPort.

Document/Section	Paragraph	Question/Issue/Concern
General Issue		
Solicitation		
Performance Work Statement		
Other (Specify)		

**L.3 PROPOSAL FORMAT.**

This solicitation is written in the Uniform Contract Format described in FAR 15.204-1. The Government advises prospective Offerors to read the terms and conditions of the model contract and all other sections of the solicitation carefully. Proposals shall be prepared using "Times New Roman" 12 point font style on 8½ x 11 inch white paper.

Tables and illustrations may use a reduced font not less than 10 point, which should be used for labeling or descriptive purposes. One page equals one side of a paper. Tables and illustrations containing technical narrative information with a reduced font (less than 12 point), exceeding ½ page, will be counted as two (2) pages. Margins shall be no less than one (1) inch on all sides. All material submitted must be single-spaced. Offerors shall ensure

SOLICITATION NO. M6785417R3020	AMENDMENT NO. 0001	PAGE 42 of 50	FINAL
-----------------------------------	-----------------------	------------------	-------

that each page provides identification of the submitting Offeror and solicitation number in the header or footer. All pages shall be numbered sequentially and labelled “Source Selection Sensitive.” Proposals shall not be printed in full color for evaluation purposes, so the Offeror shall ensure that all pages are fully legible if printed in black and white or gray-scale. Offerors shall submit proposals as separate sections as identified below. Unless specifically requested, appendices shall not be submitted to supplement the sections listed below and will not be evaluated. The page limits for each section are designated as follows:

<b>Section I: Business Proposal</b>	
Factor 1: Management and Technical Approach	25 page limit (total)
Factor 2: Past Performance	3 page limit
Resumes	4 page limit (total)
<b>Section II. Factor 3: Price Proposal</b>	
Executive Summary/Cover Letter	5 page limit
Price Breakdowns and explanations	No page limit

#### **L.4 PROPOSAL INSTRUCTIONS.**

SOLICITATION NO. M6785417R3020	AMENDMENT NO. 0001	PAGE 43 of 50	FINAL
-----------------------------------	-----------------------	------------------	-------

The following specific instructions are provided for the relevant portions of the proposal. The Business and Price proposals shall be submitted as separate documents, using a format which is compatible with MS Office 2007 programs. The Offeror shall ensure that the submitted files are accessible and legible for the Government; in the event that a file cannot be opened or read, the Government reserves the right to find the submission non-compliant and ineligible for evaluation and award.

No cost or pricing information shall appear in the Business proposal. Inclusion of cost or pricing information, or information from which cost or pricing could be reasonably inferred, in the Business proposal may render the proposal non-compliant and ineligible for evaluation and award. Past performance information can include the dollar amount of past performance efforts.

## **A. Section I: BUSINESS Proposal.**

### **Factor 1: Management and Technical Approach**

#### **Subfactor A - Management Approach**

The Offeror shall provide a detailed and thorough description of its management approach to manage the performance of the PWS requirements, based on the following:

- 1) The Offeror shall describe the competence and experience of the management team that will manage the personnel assigned to the effort; and
- 2) The Offeror shall identify its subcontractors and teammates and include a discussion how the Offeror intends to manage its subcontractors and teammates, if any.

#### **Subfactor B - Technical Approach**

- 1) The Offeror shall provide a detailed and thorough description of its technical approach that articulates the Offerors understanding of the requirements to perform the tasks outlined in the PWS. The Offeror shall specifically address sections 7.3 – 7.7 and 8.0 with detailed and thorough explanations, which include procedures and methodologies to accomplish those tasks.;
- 2) The Offeror's proposed Key Personnel position qualifications. Proposed qualifications for Key Personnel positions shall be incorporated into the contract and will serve as minimum staffing requirements for each Key Personnel position. The Offeror shall also discuss and thoroughly demonstrate how the qualifications of the proposed personnel assigned to each Key Personnel position meet or exceed the proposed position qualifications. Submission of resumes will not be sufficient to meet this requirement. Key Personnel minimum qualifications are included in PWS Enclosure (1); and
- 3) The Offeror shall describe and provide a Staffing Plan comprising the personnel that will be assigned to the effort, their locations and function as it relates to the Technical Approach. Identify which personnel are current employees of the Offeror or its subcontractor and teammates and which personnel are not current employees, and include any letter(s) of commitment for these personnel if they are not current employees of the Offeror or its subcontractor and teammates.

**Factor 2 – Past Performance:** Offerors shall provide past performance information that demonstrates the offeror's record of performing similar efforts during the three year period prior to the submission of its proposal.

A maximum of three (3) summaries of previous work performed may be provided. Any summaries provided should not exceed one (1) page each. Summaries should address the following:

- Names and contact information of Government Points of Contact (POCs), contact number;
- How the past performance is or is not similar to the work required in this solicitation;
- The relevance of the contract requirements performed to the requirements in this solicitation (in terms of the scope, complexity, contract value, and contract type);

SOLICITATION NO. M6785417R3020	AMENDMENT NO. 0001	PAGE 44 of 50	FINAL
-----------------------------------	-----------------------	------------------	-------

- How ratings above satisfactory were obtained;
- Roles of the offeror's key personnel, teammates, or subcontractors with significant involvement that will also perform the requirements in this solicitation; and
- Any adverse past performance information, including an explanation of corrective measures the Offeror has taken to avoid negative performance in the future.

Offerors are advised that the Government may use and evaluate independently obtained past performance data from other sources such as the Past Performance Information Retrieval System (PPIRS), in addition to the past performance data provided by the Offeror. Moreover, since the Government may not necessarily interview the sources provided by the Offeror, it is incumbent upon the Offeror to explain the relevance of any past performance data provided. Furthermore, the Government does not assume the duty to search for data to explain or remedy any inconsistencies it finds in the information provided by the Offeror. The burden of providing thorough and complete past performance information remains with the Offeror.

## **B. Section II. Factor 3 - PRICE Proposal.**

The Offeror shall provide a price proposal which meets the requirements of this solicitation. The Offeror shall provide sufficient information in the price proposal to allow for a price evaluation and determination of price reasonableness. The Offeror shall not assume that the Government evaluators possess any knowledge or familiarity with their company or the approach in their proposal. Therefore, the Offeror shall explain its proposed prices and ensure its proposed hours in the price proposal reconcile to any hours included in the business proposal.

**i. Executive Summary/Cover Letter.** Offerors shall submit an Executive Summary Letter with the following information in the price proposal; however, no price information shall be included in the letter itself.

1. A statement either specifying agreement to all terms and conditions and provisions in the solicitation or identifying any exceptions, conditions, deviations, waivers and assumptions. Any exceptions, conditions, deviations, waivers or assumptions taken to or regarding the terms and conditions of the solicitation, attachments, exhibits, appendices, or other solicitation documents must be fully explained. Offers that take exception to any requirement or condition in any manner their obligation to perform under the contract, even via assumptions, exceptions, deviations, waivers, or "understandings" may be determined to be unacceptable for award.
2. Offerors shall state whether it has a current SECRET Facility Clearance, and whether any proposed subcontractors currently have the Facility Clearance required to perform their respective requirement.
3. Provide CAGE codes and Dun and Bradstreet Numbers (DUNs) for the Prime and any subcontractors.
4. State whether or not the award of a task order for this requirement will create an Organizational Conflict of Interest (OCI) or potential OCI for itself or any of its subcontractors and, if so, provide an OCI mitigation plan. An OCI that cannot, in the Government's judgement, be mitigated may be grounds for the Government to reject the proposal from further consideration in the source selection process.
5. A statement specifying the prime and all major subcontractor CAGE codes, the email address and phone numbers for a primary and alternate company representative to serve as the Government's point of contact, and the percentage of personnel cost to be incurred by the prime contractor.
6. A statement specifying the offer validity period.

**ii. Pricing.** The price proposal shall be submitted both in Section B Supplies or Services and Prices in Seaport and via **Attachment 1** Pricing Workbook. The Offeror shall submit pricing for every line item in Section B and **Attachment 1** not marked NSP; failure to do so may result in the proposal being ineligible for award without discussions. All dollar amounts shall be rounded to the closest dollar and shall be evenly divisible by the quantity stated in Section B of the model contract (i.e., without repeating decimals).

The Offeror shall submit the proposed labor hours, labor categories, and labor rates for each labor CLIN. The Offeror is advised that these worksheets may be redacted to remove pricing for review by the technical evaluators. The Offeror is additionally advised that the proposals should not include proposed costs which are a typical cost of doing business, such as cell phones, teleconference costs, and office supplies.

SOLICITATION NO. M6785417R3020	AMENDMENT NO. 0001	PAGE 45 of 50	FINAL
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It is expected that a determination of fair and reasonable pricing will be made on the basis of adequate price competition in accordance with FAR 15.404-1. Therefore, the Offeror is not required to submit or certify cost or pricing data with its proposal. If, after receipt of the proposals, the Contracting Officer determines that adequate price competition does not exist, the Offeror shall submit certified cost or pricing data as requested by the Contracting Officer.

The award of a task order shall contractually bind the Government and the Contractor to the terms and conditions of the Seaport model contract.

The Offeror's pricing shall be submitted both in Section B in Seaport and **Attachment 1**. In the event of inconsistencies between Section B and **Attachment 1**, Section B shall take precedence.

For proposal purposes, the Government's estimates for Travel costs are set forth below. Offerors shall use these stated amounts in the preparation of the price proposal.

CLIN 9000AA NTE \$56,000  
CLIN 9000AB NTE \$79,000  
CLIN 9000AC NTE \$79,000  
CLIN 9000AD NTE \$79,000  
CLIN 9000AE NTE \$79,000  
CLIN 9100AA NTE \$7,875  
CLIN 9100AB NTE \$10,500  
CLIN 9100AC NTE \$10,500  
CLIN 9100AD NTE \$10,500  
CLIN 9100AE NTE \$10,500

If you have reason to believe that the estimated amounts are understated, you may provide a revised estimate and a detailed basis for the revision(s). The same is true if you believe the amount is overstated. Reimbursement for Travel will be in accordance with the Joint Travel Regulation (JTR) and proper invoice submissions per FAR 31.205-46. The Government will consider any revisions provided by the Offeror; however, the Government reserves the right not to change the estimated amounts stated above. For price evaluation, the above travel estimates will be applied to all proposals.

## **L.5 INTENT TO INCORPORATE CONTRACTOR'S BUSINESS PROPOSAL**

All or part of the successful Offeror's business proposal may be incorporated in any contract resulting from this solicitation; however, nothing contained in the successful Offeror's business proposal —whether or not incorporated— shall constitute a waiver of any requirement of the contract. In the event of any conflict between the successful Offeror's business proposal and any portion of the contract, the conflict shall be resolved in favor of the contract.



SOLICITATION NO. M6785417R3020	AMENDMENT NO. 0001	PAGE 46 of 50	FINAL
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## SECTION M EVALUATION FACTORS FOR AWARD

### Section M - Evaluation Factors for Award

This Task Order is reserved for only those contractors, which have {Southwest Zone} identified in section B of the MAC contract. Proposals from other contractors will not be considered.

The following clauses are incorporated by reference.

#### **52.217-5 Evaluation of Options.**

#### **BASIS FOR CONTRACT AWARD**

##### **M.1 Basis for Award.**

The Government anticipates award of a single task order (TO) as a result of this solicitation on the basis of best value with tradeoffs similar to the process described in FAR 15.101-1. The resulting TO will be awarded on the basis of the proposal from the responsible offeror whose offer, conforming with the solicitation, is determined to be most advantageous to the Government with all factors considered. The Government intends to evaluate proposals and award discussions with Offerors (except clarifications as described in FAR 15.306(a)). Therefore, the Offeror's initial proposal should contain the Offeror's best terms from a price and technical standpoint. Each proposal will be initially evaluated to ensure that it includes all information required in Sections L.4.A and L.4.B.

A proposal without these required submissions will be considered unawardable and will not be further evaluated. However, the Government reserves the right to evaluate, at its discretion, otherwise unawardable proposals to determine whether to include them in a competitive range for the purpose of conducting discussions.

The Government reserves the right to conduct discussions if the Contracting Officer later determines them to be necessary. If the Contracting Officer determines that the number of proposals that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the Contracting Officer may limit the number of proposals in the competitive range to the greatest number that will permit an efficient competition among the most highly rated proposals.

##### **M.2 Evaluation Procedures.**

The Government will establish separate evaluation panels for the Business Proposal and Price Proposal. The Business Proposal will be evaluated separately from the Price Proposal, with each panel completing an evaluation report detailing their findings for each Offeror. However, the panels may provide relevant information from the proposal that they are reviewing to each other to assist in the evaluation process, when appropriate. The evaluations will be submitted to the Source Selection Authority for an independent determination of the Offeror who presents the best value to the Government.

The Government will reject proposals from further consideration for award if the proposal does not affirmatively indicate that the Offeror and proposed subcontractors have the required current Facility Clearances, or if the Government is unable to verify that the Offeror or a proposed subcontractor does, in fact, have the required Facility Clearance.

##### **M.3 Evaluation Factors.**

The evaluation factors are as follows:

Factor 1 – Management and Technical Approach (non-price)

Factor 2 – Past Performance (non-price)

Factor 3 – Price

Factor 1 is of greater importance than Factor 2. Factor 1 and 2 are of greater importance than Factor 3. No rating will be assigned to subfactors.

SOLICITATION NO. M6785417R3020	AMENDMENT NO. 0001	PAGE 47 of 50	FINAL
-----------------------------------	-----------------------	------------------	-------

## **Factor 1 - Management and Technical Approach.**

### **Subfactor A – Management Approach:**

For this subfactor, the Government will evaluate the detailed and thorough description of its management approach on the degree to which it demonstrates the Offeror's ability to adequately manage the performance of the PWS requirements, based on the following:

- 1) Competence and experience of the management team that will manage the personnel assigned to the effort;
- 2) Subcontractors and teammates and include a discussion on how the Offeror intends to manage its subcontractors and teammates, if any.

### **Subfactor B – Technical Approach:**

For this subfactor, the Government will evaluate the Offerors on the degree to which the proposal demonstrates:

- 1) Knowledge, understanding, and capability to perform the tasks outlined in the PWS, specifically addressing sections 7.3 – 7.7 and 8.0, and the procedures and methodologies proposed to accomplish those tasks.;
- 2) Resumes for the Key Personnel positions which contain minimum qualification requirements, their background, education, work experience, accomplishments, and years of experience; and
- 3) Staffing Plan comprising the labor categories of personnel that will be assigned to the effort, their locations and function as it relates to the Technical Approach. Identify which personnel are current employees of the Offeror or its subcontractor and teammates and which personnel are not current employees, and any letter(s) of commitment for these personnel if they are not current employees of the Offeror or its subcontractor and teammates.

## **Factor 2– Past Performance:**

The Government will evaluate recent past performance information, including information from the Offeror's proposal. Additionally, the Government reserves the right to obtain information from the established systems such as, Past Performance Information Retrieval System (PPIRS), Federal Awardee Performance and Integrity Information System (FAPIS), Electronic Subcontract Reporting System (eSRS), other data bases; and from other sources available to the Government, such as, Defense Contract Management Agency; and interviews with Program Managers, Contracting Officers, and Fee Determining Officials. The Government will determine the relevance of each recent example and quality of performance on each past performance effort with at least some relevance.

To determine whether a past performance effort is recent, the Government will verify that the effort was performed within the three-year period prior to the submission of the proposal. To determine the relevance of a past performance effort, the Government will consider how similar the past performance effort is to the effort being solicited in terms of scope of work, magnitude, and complexity. The Government will consider past performance of proposed subcontractors, or past performance by the Offer as a subcontractor, but it may consider either as less relevant than performance by the Offeror as a prime contractor.

The quality of performance on all recent and relevant efforts considered will be weighed with respect to the relevance of each to determine a single, overall confidence rating for each offeror.

## **Factor 3 – Price:**

The Government intends to make a determination of fair and reasonable pricing on the basis of adequate competition. However, in accordance with FAR 15.404-1, the Government may use any of the analytical techniques in that section either single or in combination with each other to determine that the final price is fair and reasonable. Price will be evaluated, but not assigned an adjectival rating. The Government will establish a “Total Evaluated Price to the Government” for each Offeror by multiplying the Offeror’s proposed unit price for each CLIN as listed in the Schedule Section B, inclusive of option CLINs, by the maximum quantity for each CLIN to calculate an extended price. The sum of the extended prices will determine the “Total Evaluated Price to the Government”. For

SOLICITATION NO. M6785417R3020	AMENDMENT NO. 0001	PAGE 48 of 50	FINAL
-----------------------------------	-----------------------	------------------	-------

evaluation purposes, the below travel estimates will be applied to all proposals:

CLIN 9000AA NTE \$56,000  
CLIN 9000AB NTE \$79,000  
CLIN 9000AC NTE \$79,000  
CLIN 9000AD NTE \$79,000  
CLIN 9000AE NTE \$79,000  
CLIN 9100AA NTE \$7,875  
CLIN 9100AB NTE \$10,500  
CLIN 9100AC NTE \$10,500  
CLIN 9100AD NTE \$10,500  
CLIN 9100AE NTE \$10,500

A proposal with an overall acceptable total evaluated price may not be determined fair and reasonable if the Contracting Officer determines that unbalanced pricing exists.

#### M.4 Evaluation Rating.

##### M.4.1. Adjectival Ratings

For Factor 1, the Government will assign a combined technical/risk rating in accordance with the table shown below. No rating will be assigned to the subfactors. The following definitions are applicable:

\* **Strength** is an aspect of an Offeror's proposal that has merit or exceeds specified performance or capability requirements in a way that will be advantageous to the Government during contract performance.

\* **Weakness** is defined as a flaw in the proposal that increases the risk of unsuccessful contract performance.

\* **Significant weakness** in the proposal is a flaw that appreciably increases the risk of unsuccessful performance.

\* **Deficiency** is defined as a material failure of a proposal to meet a Government requirement or a combination of significant weaknesses in a proposal that increases the risk of unsuccessful contract performance to an unacceptable level.

\* **Risk** is the potential for unsuccessful contract performance. The consideration of risk assesses the degree to which an Offeror's proposed approach to achieving the technical factor or subfactor may involve risk of disruption of schedule, degradation of performance, the need for increased Government oversight, and the likelihood of unsuccessful contract performance.

Combined Technical/Risk Rating		
Color	Rating	Description
Blue	Outstanding	Proposal indicates an exceptional approach and understanding of the requirements and contains multiple strengths, and risk of unsuccessful performance is low.
Purple	Good	Proposal indicates a thorough approach and understanding of the requirements and contains at least one strength, and risk of unsuccessful performance is low to moderate.
Green	Acceptable	Proposal meets requirements and indicates an adequate approach and understanding of the requirements and risk of unsuccessful performance is no worse than moderate.

SOLICITATION NO. M6785417R3020	AMENDMENT NO. 0001	PAGE 49 of 50	FINAL
-----------------------------------	-----------------------	------------------	-------

Yellow	Marginal	Proposal has not demonstrated an adequate approach and understanding of the requirements, and/or risk of unsuccessful performance is high.
Red	Unacceptable	Proposal does not meet requirements of the solicitation, and thus, contains one or more deficiencies, and/or risk of unsuccessful performance is unacceptable. Proposal is unawardable.

#### **M.4.2. Rating Scheme for Past Performance.**

For Factor 2- Past Performance, the Government will assign Offerors a relevancy rating, for each past performance effort and an overall confidence rating in accordance with the tables below. Relevancy is a measure of the extent of similarity between the service/support effort, scope, complexity, magnitude, contract type, and subcontract/teaming or other comparable attributes of past performance examples and the solicitation requirements; and a measure of the likelihood that the past performance is an indicator of future performance.

<b>Past Performance Relevancy Ratings</b>	
Rating	Definition
Very Relevant	Present/past performance effort involved essentially the same scope and magnitude of effort and complexities this solicitation requires.
Relevant	Present/past performance effort involved similar scope and magnitude of effort and complexities this solicitation requires.
Somewhat Relevant	Present/past performance involved some of the scope and magnitude or effort and complexities this solicitation requires.
Not Relevant	Present/past performance effort involved little or none of the scope and magnitude of effort and complexities this solicitation requires.

Performance Confidence Assessment is an evaluation of the likelihood (or the Government's confidence) that the Offeror will successfully perform the solicitation's requirements; the evaluation is based upon past performance information. To determine the performance confidence assessment rating, evaluators will weigh the quality of the Offeror's performance on the prior efforts in proportion to the relevance of each effort to arrive at an overall confidence rating. The greater the prior effort's relevance, the more the quality of the performance on that effort will affect the overall rating. Those efforts deemed not relevant will not affect the overall confidence rating one way or the other, given that the performance on that effort is deemed not relevant.

<b>Performance Confidence Assessments</b>	
Rating	Definition
Substantial Confidence	Based on the Offeror's recent/relevant performance record, the Government has a high expectation that the Offeror will successfully perform the required effort.
Satisfactory Confidence	Based on the Offeror's recent/relevant performance record, the Government has a reasonable expectation that the Offeror will successfully perform the required effort.
Neutral Confidence	No recent/relevant performance record is available or the Offeror's performance record is so sparse that no meaningful confidence assessment rating can be reasonably assigned. The Offeror may not be evaluated favorably or unfavorably on the Factor of Past Performance.

SOLICITATION NO. M6785417R3020	AMENDMENT NO. 0001	PAGE 50 of 50	FINAL
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Limited Confidence	Based on the Offeror's recent/relevant performance record, the Government has a low expectation that the Offeror will successfully perform the required effort.
No Confidence	Based on the Offeror's recent/relevant performance record, the Government has no expectation that the Offeror will be able to successfully perform the required effort.

In the event that insufficient past performance data exists for an Offeror, the overall rating for this factor will be “Neutral Confidence”. This rating will not affect the Offeror’s overall rating in either an adverse or beneficial manner. However for purposes of the best value tradeoff determination a “substantial confidence” or satisfactory confidence “is worth more than a “neutral confidence” past performance rating.